

Division of Public Health Administrative Manual

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| Chapter: | Travel |
| Title: | Cleaning Permanently Assigned Motor Fleet Vehicles |
| Current Effective Date: | 04/12/11 |
| Revision History: | |
| Original Effective Date: | 04/12/11 |

PURPOSE

The purpose of this procedure is to delineate specific regulations, approval and payment process for cleaning permanently assigned Motor Fleet vehicles.

POLICY

The Division of Public Health (DPH) vehicle use procedures are based on policies established by the Office of State Budget and Management and the Department of Administration. Policies cited in this document include:

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| State Budget Manual, Travel Policies & Regulations |
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| http://www.osbm.state.nc.us/files/pdf_files/BudgetManual.pdf |
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| Department of Administration: Motor Fleet Management (MFM) Regulations |
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| http://www.ncmotorfleet.com/documents/mfmregs.pdf |
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Employees driving a state vehicle to carry out job duties must abide by the regulations put forth by MFM, Department of Administration. [MFM Regulations](#).

Vehicles permanently assigned to DPH may be washed once per quarter at a cost not to exceed \$15.00, unless prior approval is granted for extenuating circumstances.

PROCEDURE

It is the responsibility of persons assigned a MFM-owned vehicle(s) to keep the vehicle(s) clean.

Approval

Car wash is a purchase of service; therefore, DPH purchasing procedures must be followed. P-card and petty cash are not to be used for car washes.

1. If state appropriations or state receipts will be used, submit an Exception Request for Routine Quarterly washes for up to a 12 month period consistent with State Fiscal Year (July 1 - June 30). Include the number of vehicles covered on the Request, amount for each wash, and total estimated amount for the period. Upon approval of the Exception Request, submit the [DPH Purchasing Request \(A601\)](#) for the routine quarterly washes for the time period approved on the Exception Request and attach the Exception Request.
2. If no state funds will be used, submit the DPH Purchasing Request (A601) for the Routine Quarterly washes.

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It is the program's responsibility to keep track of the expenses using the [Car Wash Log](#) and to make sure that the actual cost does not exceed the amount approved. All invoices for car washes are to be processed through the Division's Accounts Payable unit with an attached copy of the Car Wash Log. The Accounts Payable staff will monitor for compliance and will notify programs not in compliance.

Authorizations and tracking associated with the routine quarterly car washes should be recorded separately from the car washes associated with extenuating circumstances.

Extenuating Circumstances may occur due to environmental effect, i.e. snow, dirt, mud or personal health, i.e. illness or spills. Such extenuating circumstances will require washing and sanitizing of the vehicle if deemed as necessary by the authorized manager as soon as possible and will be considered as pressing needs.

Any use of state appropriations/or state receipts will require prior approval by the Department and will follow the Divisions practice and procedures to obtain that approval. DPH Purchasing Procedures must be followed under these circumstances with the submission of an urgent Purchasing Request with a detailed justification of the extenuating circumstance.

The individual circumstances of each situation will be reviewed, evaluated and the Purchasing unit manager will advise as to final disposition of the request.

Payment / Reimbursement

There are two approved payment mechanisms.

1. Payment will be made via DPH Direct Pay Process with the following required documentation:
 - * Direct Pay Letter
 - * Original invoice
 - * Approved Purchasing Request
 - * Approved Exception Request if state funds or receipts are the proposed funding source.
 - * Current recorded Car Wash Log
2. Reimbursement may be requested on the [Travel Reimbursement Form](#) as miscellaneous expenses for those permanent employees who have an individually assigned Motor Fleet Vehicle for the routine quarterly washes. The original receipt must be attached to the Travel Reimbursement Form to receive reimbursement.
3. Extenuating circumstances (pressing need) the standard Division Purchasing Process is to be followed and a direct pay will be the only mechanism to be utilized.

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When possible, car wash should be paid out of the same funding source from which the monthly Motor Fleet bills are paid. Use Account code 532331001.

DOCUMENT HISTORY

04/12//11: Initial approval of procedure