



3. Payment and Monitoring on Use of Electronic Fleet Cards

Processes payment and monitors usage/consumption of electronic fleet cards for fuel, lubes and other fuel-related services by city government-issued vehicles and/or equipment.

OFFICE OR DIVISION:		Management and Organization Division		
CLASSIFICATION:		Simple, Complex		
TYPE OF TRANSACTION:		G2B (Government to Business)		
WHO MAY AVAIL:		Service Provider		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Billing or Statement of Account		Service Provider		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Billing or Statement of Account.	1.1. Receives the documents and routes to the Management and Organization Division.	None	1 minute	<i>Assigned Staff</i> Administrative Division
	1.2. Checks completeness of documents. Prepares and submits necessary financial and supporting documents for processing of payment.	None	1 day	<i>Assigned Staff</i> Management and Organization Division
	1.3. Final review/initials /signs necessary financial and supporting document/s prior to signature of the City Administrator.	None	10 minutes	<i>Chief Administrative Officer</i> Management and Organization Division
	1.4. Approves/signs documents.	None	30 minutes*	<i>City Administrator</i>
	1.5. Encodes data on consumption. Monitors process flow of documents for payment by authorized signatories until posting of bank check payment.	None	15 days	<i>Assigned Staff</i> Management and Organization Division
TOTAL		NONE	16 DAYS *	



		41 MINUTES	
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Note: * Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice by the City Mayor. Qualified for multi-stage processing.