

ILLINOIS STATE POLICE DIRECTIVE ADM-123, AUTOMOTIVE EXPENSE INVOICES

RESCINDS: ADM-123, 2019-002, revised 05-22-19	REVISED: 08-03-2020 2020-008
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will maintain a recordkeeping system for vehicle operation and maintenance.

II. RESPONSIBILITIES

- II.A. The Office of Finance will ensure department cost centers comply with the Statewide Accounting Management System (SAMS).
- II.B. Each Fleet Coordinator, or designated clerical staff, is responsible for recording all vehicle expenses and ensuring the accuracy of all assigned vehicle invoices, fuel, or otherwise.
- II.C. Each vehicle operator is responsible for
 - II.C.1. ensuring the accuracy of the receipts for their automotive expenses, as well as submitting original receipts for all non-fuel and repair automobile expenses; and
 - II.C.2. ensuring at the time of sale and issuance of a receipt, that no state tax is incurred from the purchase of non-fuel, automobile repair, or any other automobile expenses.

III. PROCEDURES

III.A. Vehicle operators shall provide to the Fleet Coordinator/Clerk (of the account in which the vehicle belongs) the original receipts of all non-fuel and repair automobile expenses within seven calendar-days of purchase or immediately upon returning from travel status and will include the following:

- III.A.1. Operator's signature
- III.A.2. Operator's employee badge/identification number
- III.A.3. Current mileage
- III.A.4. State assigned vehicle equipment number

NOTE: Districts, at their discretion, may also require license plate number for filing purposes. Receipts for fuel purchases at the pump that have been checked and determined to be accurate will not be retained.

- III.B. All vehicle expenses must be recorded in the ISP appropriate fleet management application, by the Fleet Coordinator or appropriate clerical staff, unless downloaded directly by ISP staff from the vendor.
- III.C. All work performed by outside vendors must be approved by the Department of Central Management Services (CMS) State Garage in advance. The CMS State Garage will issue a purchase order number for such services.
- III.D. Fuel and outside vendor repair invoices:

Each Fleet Coordinator, or designated clerical staff, will adhere to the following procedures:

III.D.1. Fuel purchases using the State-issued fuel card at the pump will be checked to verify the accuracy of the invoice by reviewing the statement from the State-issued fuel card vendor for suspected errors and Exemption Reports on the State-issued fuel card vendor system. ISP Fleet application reports will be reviewed for accuracy. The original non-fuel and repair tickets will be submitted to each Fleet Coordinator or designated staff for review and processing.

III.D.2. If the credit card charge belongs to another account, make a copy of the invoice and appropriate tickets and send them to the responsible cost center, noting the specific changes on the face of the voucher.

- III.D.3. Contact the Fleet Operations Section, if the account code is incorrect on the credit card.
- III.D.4. Dollar amounts and quantities, as well as the signature, will be checked for accuracy on non-fuel and repair tickets.
- III.D.5. If any questionable amounts are discovered on the invoice, check the non-fuel and repair tickets to match amounts. For questionable amounts on fuel purchased at the pump, contact the individual that made the purchase for an explanation.
 - III.D.5.a. If accurate, but the expenditure still appears improper, contact the individual who submitted the ticket for an explanation.
 - III.D.5.b. If any entries of this nature do occur, underline the affected entries on the invoice and provide a written explanation of the discrepancy to ISP Fleet Management.
 - III.D.5.c. If credit card fraud is suspected, immediately forward all documentation to the employee's immediate supervisor and to ISP Fleet Management with a written explanation of the suspected fraud.

III.E. State Garage Invoices

- III.E.1. Each Fleet Coordinator shall match the invoice from the CMS State Garage against the CMS State Garage work order and examine the invoice for any unusual transactions, e.g., anything over 25 gallons.
- III.E.2. If errors are found, the Fleet Coordinator, or appropriate clerical staff, should contact their area state garage to verify the error.
- III.E.3. If the error is in the ISP's favor, CMS will provide a credit to apply to a future invoice. Any credit memos from CMS should be attached to the invoice to which it will be applied when forwarded to the CMS Department of Vehicles Accounting Information Section.
- III.E.4. Any voucher-related questions will be directed to the CMS Department of Vehicles Accounting Information Section.

| Indicates new or revised items.

-End of Directive-