



It is the intent of this communication to clarify actions associated with credit card purchases in regards to the vehicle related transactions and statewide contracts.

## **CARD GENERAL PURPOSE**

- Comdata Card / Fleet Card
  - To be used for the operational costs associated with each vehicle. These costs are for purchases associated with Vehicle Fuel, Vehicle Supplies, Vehicle Maintenance, Vehicle Enhancements, and Vehicle Emergencies, which may be made utilizing a Statewide Contract or other standard procurement methods.
- Standard P-Card / Purchase Card
  - May be used for Statewide Contract purchases in accordance with the State of Oklahoma Purchase Card Procedures.
  - Not to be used for individual vehicle expenses
  - Cannot be used to purchase fuel (neither for individual vehicle, nor bulk purchases).

## **CARD UTILIZATION OF THE VEHICLE STATEWIDE CONTRACT AGREEMENTS**

- [SW0024](#) Tires: (Mandatory)
  - Standard P-Cards: To be used on this Statewide Contract for bulk and stock purchases only.
  - Comdata Cards: To be used for the purchase of all tires and related services for the associated vehicle. In an emergency situation the Comdata Card may be used with any supplier when no contract vendors are in the area. Emergency tire purchases from other than a vendor on the SW024 contract must be installed at the time of purchase.
- [SW0035](#), [SW0035T](#), SW [SW0110](#), [SW0797](#) Vehicles, Trucks & Buses: (Mandatory)
  - Standard P-Cards: Cannot be used on these Statewide Contracts.
  - Comdata Cards: Cannot be used on these Statewide Contracts.
- [SW0101](#) Automated Fleet Fuel Management System: (Mandatory)
  - Standard P-Card: Cannot be used on this Statewide Contract.
  - Comdata Card: The card will be issued using this contract and must be assigned to a vehicle.
  - Comdata Fuel Only Card: The card will be issued using this contract for the purchase of fuel only, but is not assigned to a vehicle. No other products or services shall be purchased with this card.
- [SW307A](#) Auto Parts: (Non-Mandatory)
  - Standard P-Cards: Can be used on this Statewide Contract for bulk and stock purchases only.
  - Comdata Cards: Must be used for the purchase of parts for a specific vehicle.
- [SW0140](#), [SW0141](#), [SW0142](#): Police Radar, LED Lightbars, Mounted Equipment (Mandatory)
  - Standard P-Cards: Can be used on these Statewide Contracts.
  - Comdata Cards: Can be used on these Statewide Contracts.
- [SW0771](#) Vehicle Daily Rental: (Non-Mandatory)
  - Standard P-Cards: Can be used on this Statewide Contract for the full cost of rental (when rental fee and fuel are on the same invoice).
  - Comdata Fuel Only Card: for the purchase of fuel at the pump only; card not assigned to a specific vehicle.
- [SW1028A](#), [SW0128G](#) Fleet Tracking: (Non-Mandatory)
  - Standard P-Cards: Can be used on this Statewide Contract.
  - Comdata Cards: Must be used for the purchase of components for a specific vehicle.
- [SW0767](#) Auto Maintenance: (Non-Mandatory)
  - Standard P-Cards: Cannot be used on this Statewide Contract.
  - Comdata Cards: Must be used on this Statewide Contract.