



**U.S. DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
**NATIONAL MARINE FISHERIES SERVICE**  
Pacific Islands Fisheries Science Center  
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Department of Commerce Fleet Card Program  
Statement of Understanding (SOU)

I understand that I am authorized to use the GSA Fleet card to purchase fuel for government vehicles when conducting official government business.

I understand that the issuance of this delegation to drive government vehicles, I am being specifically directed to:

- Abide by all rules and regulations with respect to the fleet card;
- Use the fleet card only for official government business;
- Notify the PIFSC Procurement Chief of any problems with respect to my usage of the fleet card;
- Notify the PIFSC Procurement Chief immediately if the fleet card is lost or stolen during my usage of a government vehicle.

I also understand that failure on my part to abide by these rules or to otherwise misuse the card may result in disciplinary action.

\_\_\_\_\_  
(Applicant signature)

\_\_\_\_\_  
(Applicant printed name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Fleet card holder and PIFSC  
Procurement Chief Signature)

Stephanie Garnett

\_\_\_\_\_  
(Fleet card holder and PIFSC  
Procurement Chief printed name)

\_\_\_\_\_  
(Date)



Aloha All,

The flexibility to use a government fleet card for the purchase of fuel for PIFSC's small boats and federal fleet vehicles comes with responsibility. Please review these important reminders:

1. For government vehicles, the maximum single purchase limit is based on the tank capacity of the vehicle. Pumps have dollar limits built into their software that card providers cannot override. Fleet card providers work with merchants to determine the pump shut off limits as fuel prices change.
2. For small boats, the maximum single purchase limit is \$3,500.00 and the card may not be utilized multiple times in excess of this limit.
3. Swiping one or more fleet cards multiple times is never authorized.
4. Report lost or stolen fleet cards immediately to Stephanie Garnett, the PIFSC Procurement Chief.

Government vehicle receipts are to be taped to an 8.5 x 11 inch paper with the following information. Place the receipts in the receptacle near where the government vehicle keys are kept.

- Name of the person making the purchase
- Last 4 digits of fleet card used
- Vehicle fueled

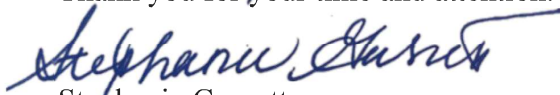
Small Boats receipts are to be taped to an 8.5 x 11 inch paper and given to Chad Yoshinaga with the following information:

- Name of the person making the purchase
- Purpose of the purchase
- Last 4 digits of fleet card used
- Boat(s) fueled, if purchasing for multiple boats, estimate to the best of your ability.

5. A fleet card may only be used for government purposes and only for PIFSC vehicles or small boats. If you are fueling a non-PIFSC small boat or vehicle, please contact Stephanie Garnett for guidance.

6. While fleet cards can be used for certain maintenance costs, these activities are coordinated centrally by PIFSC admin. Please consult Stephanie Garnett before using a fleet card for anything other than fuel.

Thank you for your time and attention. Please contact me with any questions.



Stephanie Garnett  
Designated Responsible Official  
PIFSC Fleet Card Program