

Commonwealth of the Northern Mariana Islands (CNMI)

Department of Finance

Division of Procurement Services

**GOVERNMENT VEHICLE FLEET
& CONTAINER CARDS
STANDARD OPERATING
PROCEDURES**



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SECTION 1: PURPOSE

This procedure outlines the guidelines for supplying fuel products, including regular unleaded gasoline, diesel fuel, and engine lubricants, to government-owned and leased vehicles via a fleet card system at designated filling stations on the island of Saipan. The primary objective is to ensure compliance with applicable regulations and to facilitate the efficient delivery and management of these fuel supplies.

The Department of Finance, Division of Procurement Services, is responsible for issuing fleet card authorizations for all government vehicles, which shall include the vehicle's license plate number and the corresponding government unit. Additionally, the Division shall issue authorizations for government-owned fuel containers. The fuel supplier must comply with the terms and conditions of the fuel contract and is obligated to supply fuel during regular government business hours, as well as on authorized workdays outside these hours when necessary.

This procedure is applicable to all CNMI Government agencies and employees, ensuring effective monitoring and control over the use of government fuel cards.

Section 1.1. Background

The Department of Finance, through its Division of Procurement Services, is actively working to introduce additional provisions to the CNMI Procurement Services Rules and Regulations. These provisions will serve as procedural guidelines for the issuance and cancellation of government fuel cards.

Section 1.2 Applicable Statutes

[§ 70-30.2- Government Vehicle Regulations](#)

Section 1.3 Definition and Acronym

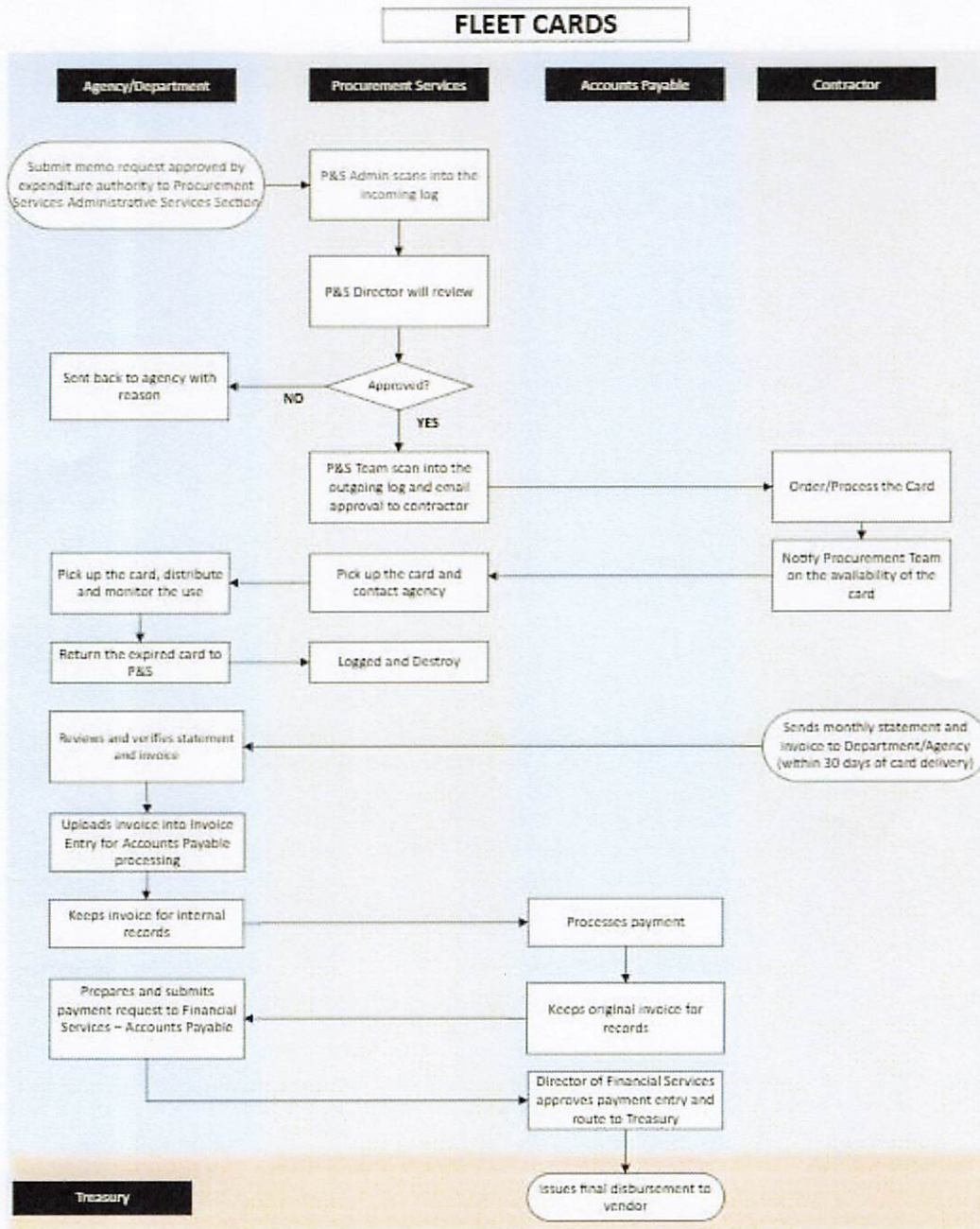
- CNMI: Stands for the Commonwealth of the Northern Marianas Islands.
- Fleet Cards: Payment cards issued to authorized government personnel or departments for the purchase of fuel, maintenance, and other vehicle-related expenses for government-owned vehicles.

- Container Cards: Specialized cards used for fueling or servicing equipment such as fuel tanks or portable fuel containers, typically not assigned to a specific vehicle.
- Expenditure Authority (EA): A person authorized to approve and commit government funds for purchases or contractual obligations on behalf of a department or agency.
- Fuel Products: Includes various types of petroleum products such as gasoline, diesel, and other motor fuels purchased for use in government vehicles or equipment.
- Supplier/Contractor: A business or individual that provides goods or services to the government under a formal agreement or contract.
- Request Letter: A formal, written explanation detailing the reason for a purchase, contract, or procurement action, often required for audit, approval, or exception purposes.

Section 1.4 Effective Date

The Government Fleet and Container Cards Standard Operating Procedures will be effective **October 1, 2025**, and the following government card activities will be enforced.

Section 1.5 Flowchart



SECTION 2: POLICIES AND PROCEDURES

To ensure the proper use and control of fuel purchases for government vehicles and containers, the Commonwealth has implemented a policy governing the issuance, use, and return of Fleet and Container Cards. These cards are issued solely for official government purposes and are subject to strict documentation, monitoring, and approval processes.

The Division of Procurement Services is responsible for overseeing the issuance of all Fleet and Container Cards. The division maintains detailed logs of all issued cards, following the same records management procedures. In line with this policy, only one (1) fleet card shall be issued per government vehicle, subject to approval by the Division of Procurement Services.

Section 2.1 Government Fleet Cards

Departments and agencies requesting a government fleet card must submit an official memorandum, authorized and signed by the expenditure authority, to the Director of Procurement Services. The memorandum must clearly state the purpose of the fleet card, identify the vehicle(s) for which the card is being requested by license plate number, and list all personnel authorized to operate the designated vehicle(s). Prior to submission to Procurement Services, the requesting department or agency must obtain Financial Services' review and signoff to confirm the availability of funds and proper expenditure coding. *Refer to Appendix B for a sample of the memorandum.*

Required Information and Supporting Documents:

- List of Authorized Person(s) to Sign Off on Receipts
- List of Tag Number(s) of Each Vehicle
- Copy of Government Driver's License(s) and Operators Identification Card for All Person(s) on List
- Registration of Vehicle(s)
- Photo of Vehicle(s) – Vehicles must have the Government Agencies logo on each front door
- Photo of vehicle license plate(s)
- Must maintain an up-to-date vehicle mileage log. Completed logs may be submitted via email to fleetcard@dof.gov.mp.

Section 2.2 Container Cards

Departments and agencies requesting a container card must submit an official memorandum, authorized and signed by the Expenditure Authority, to the Director of Procurement Services. The memorandum must clearly state the purpose and intended use of the container card, identify the container(s) by tag number, and list all personnel authorized to obtain fuel using the card. Before the request is submitted to Procurement Services, the department or agency must obtain Financial Services' review and signoff to verify the availability of funds and confirm proper expenditure coding. *Refer to Appendix B for a sample of the memorandum.*

Required Information and Supporting Documents:

1. List of Authorized Person(s) to Sign Off on Receipts
2. List of Tag Number(s) of Each Container
3. Photo of container(s) clearly labeled with the agency name

Section 2.3 Processing and Delivery

Invoice Process

Within thirty (30) days of the delivery of the card, contractor will issue a monthly statement for each Department/Agency, accompanied by the corresponding invoice(s). These documents will be mailed directly to the respective Department/Agency.

Upon receipt, the Department/Agency shall thoroughly review the invoice and compare it against the corresponding statement to verify accuracy.

Section 2.4 Payment

After verifying the accuracy of all invoices, the Department or Agency enters and uploads the invoices into the Invoice Entry/Purchase Requisition system, enabling Financial Services - Accounts Payable section to initiate payment processing. As part of required documentation controls, Accounts Payable retains the original invoices for official records, while the Department or Agency maintains copies for its internal files and audit purposes.

Once the invoices have been entered, the Department or Agency prepares and submits the corresponding payment request to Financial Services – Accounts Payable. Upon receipt, the Director of Financial Services reviews and approves the payment entry. After approval, the payment request is forwarded to Treasury for final disbursement of funds to the vendor.

The Procurement Services Division coordinates directly with the contractor under the existing government contract. All invoices shall be processed as direct payments to the vendor for monthly recurring charges.

Section 2.5 Automatic Renewal

Fleet and container cards are subject to automatic renewal unless a formal notice of non-renewal is submitted by the respective Department or Agency.

Once the vendor notifies that the renewed cards are available, the Division of Procurement Services will coordinate the pickup and inform the respective departments of receipt. Upon notification, each department must confirm whether the renewed card is still required.

- If the card is no longer needed, the department must submit a formal request for cancellation.
- If the card is still needed, the department must submit the required documents within 30 calendar days. Despite the automatic renewal process, the same documentation requirements applicable to new card issuances must still be fulfilled. Refer to “Required Information and Supporting Documents” in Section 2.1).

The Division of Procurement Services will only release the renewed card upon completion and verification of all required documents. If the required documentation is not submitted within the 30-day period, the card will be destroyed.

Section 2.6 Cancellation and Return of Government Fleet and Container Card

When a fleet or container card is no longer needed, the government department/agency must submit a written memo to the Director of Procurement Services, stating the reason for the return. The memo must include the Expenditure Authority’s signature, the card(s), and associated container(s) must be submitted along with the notification.

Once the Director of Procurement Services approves the request, Procurement Services will:

- Email the vendor regarding the cancellation request, including the Director-approved documentation
- Await confirmation from the vendor that the card has been canceled
- Upon confirmation, the Division of Procurement Services will destroy the returned card

SECTION 3: RESPONSIBILITIES

Division of Procurement Services plays a central role in managing the purchase request process and ensuring compliance with procurement guidelines. Their responsibilities include:

- **Receipt and Review:** Procurement receives the request letter/memorandum along with all required attachments. These documents are reviewed for completeness and accuracy.
- **Card Management:** Expired cards must be returned to Procurement upon the issuance of new ones. Returned cards will be logged and destroyed accordingly.
- **Record Management:** Procurement Services maintains a centralized record of all fuel fleet cards issued, which includes a master list of fuel fleet cards issued, detailing the assigned department, vehicle, and card number; and copies of all original requests, authorized card signers, supporting documentation, and copies of the issued fuel fleet card(s). These records are securely stored and made available for internal review and audit purposes in accordance with applicable records retention policies.
- **Card Cancellation:** If a card is no longer needed, the agency/department must notify the Director of Procurement Services in writing along with the fuel card, including the reason for its return.

Expenditure Authority:

The Expenditure Authority is responsible for initiating, managing, and controlling the use of funds on behalf of their department or agency. This includes overseeing procurement requests, ensuring proper documentation, and maintaining compliance with financial and procurement policies.

SECTION 4: OTHER AGENCY/DEPARTMENT RESPONSIBILITIES

Accounts Payable



- Receives verified invoices uploaded by the Department/Agency through the Invoice Entry system.
- Processes payments in coordination with the Financial Management division.
- Retains original invoices for internal records.
- Ensures accuracy of payment entries before submission for approval.
- Coordinates with the Director of Financial Management for payment approval.
- Forwards approved payment entries to the Treasury

Treasury

- Process final Disbursement to the vendor

SECTION 5: REVISION/VERSION HISTORY

Revision History

Originator:	Department of Finance, Procurement Services Division
Effective Date:	10/01/25
Reviewed By:	Joaquin Deleon Guerrero, Acting Procurement Services Director
Reviewer Signature:	
Approved By:	Tracy B. Norita, Secretary of Finance
Approval Signature:	
Procedure Purpose:	To provide clear guidelines for the request, use, and monitoring of government fuel fleet cards and container cards, ensuring accountability and compliance with procurement and internal control requirements.

Version History:

Version Number	Version Date	Description of Change	Point of Contact
<i>Version 1.0</i>	<i>10.01.25</i>	<i>Initial Release</i>	<i>SOF Office</i>
<i>Version 2.0</i>	<i>03.01.26</i>	<i>Update section 2.1, 2.2, 2.4 – Fund status is included as part of the memorandum.</i>	<i>SOF Office</i>

SECTION 6: APPENDICES

Appendix A: Copy of Fleet/Container Card



Fleet cards issued to the CNMI government bear the license plate number (LP no.) and the agency to which it is assigned. In this example to the left, this card belongs to an agency with a vehicle bearing LP no. 12-34.



Container cards issued to the CNMI government indicate the agency it is assigned to and explicitly state that it is to be used for containers. However, the Fuel Contract states that container cards are to bear the container number. In this example to the left, this card belongs to the agency and can only fuel approved containers. This card can only dispense fuel for container MP12345CM.

Source: Contractor

Appendix B: Sample Request Letter template

Memorandum

To: Geraldine T. Cruz, Procurement Services Director
From: Expenditure Authority | *Signature*
CC: Department/Agency Head | *Signature*
Date: Date
Re: Request for Fleet Card(s) / Container Card(s)

DEPARTMENT / AGENCY: _____

TYPE OF REQUEST:

- New
- Renewal

Fleet Card(s):

- Vehicle Year/Make/Model
- License Plate Number(s)

Container Card(s):

- Container Tag Number

PROJECT ACCOUNT(S) TO CHARGE (Include charge account number(s) below):

- Account Number(s)

FUND VERIFICATION (Financial Services – Accounts Payable):

Name: _____

Signature: _____

Date: _____

REQUIRED ATTACHMENTS:

Fleet Cards:

- List of Authorized Person(s) to Sign Off on Receipts
- List of Tag Number(s) of Each Vehicle
- Copy of Government Driver's License(s) and Operators Identification Card for All Person(s) on List
- Registration of Vehicle(s)
- Photo of Vehicle(s) – Vehicles must have the Government Agencies logo on each front door
- Photo of vehicle license plate(s)
- Must maintain an up-to-date vehicle mileage log. Completed logs may be submitted via email to fleetcard@dof.gov.mp.

Container Cards:

- List of Authorized Person(s) to Sign Off on Receipts
- List of Tag Number(s) of Each Container
- Photo of container(s) clearly labeled with the agency name