



MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE
ADDRESSED TO THE FINANCIAL SECRETARY AND THE
FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 02-28600-15

June 25, 2007

Circular No. 17

File No.107/135A^{XXII}

Division: Public Expenditure Policy Co-ordination Division

Permanent Secretaries
Chief Executive Officers
Heads of Departments

**Use of Government Funded Debit Cards
for the Procurement of Fuel, Oil and Lubricants**

Please be reminded of the decision by the Government of Jamaica to facilitate improved administration, internal controls and accountability in particular as it relates to consumption of fuel as established in Ministry of Finance & Planning Circular No.11 dated July 7,1999. Permanent Secretaries, Chief Executive Officers and Heads of Departments are hereby advised that effective July 2, 2007 the following changes in procedure will be implemented to enhance this objective:

1. Expenditure Limits

Accountable Officers are authorized to set annual budgets for the procurement of fuel and oils: per vehicle and/or per item of equipment, based on approved budget allocations, and submit same directly to Manufacturers Credit and Information Services (M.C.I.S)

Expenditure limits may be adjusted in accordance with usage patterns, market trends and usage demand. However, every effort must be made to ensure that the desired objectives of efficiency, vehicle efficiency, cost containment, transparency, and effective control of Government expenditure are achieved.

2. Loss of Cards

This Section is now expanded to include damaged cards, that is, cards that are not accepted by the EDC machine as a result of general wear and tear. Please be reminded that all damaged cards must be reported in keeping with the Financial Administration and Audit Act Instructions 6:44 and 6:45. In addition, the damaged cards must be returned directly to MCIS for immediate replacement. Every effort should be made to

ensure that the cards are properly maintained and that the incidence of damaged cards is kept to a minimum.

Reporting Requirements

In addition to the stipulated reporting requirements, and in order to effectively maintain the motor vehicle inventory record the Asset Management Unit of this Ministry must be informed of any changes such as:

- Acquisitions;
- Transfer of vehicles;
- Change of Registration Plates; and
- Disposal of vehicles

General

Transport Managers, Accounts Departments and other designated officers should monitor and evaluate consumption and expenditure patterns and reconcile statements in order to ensure prudent management. Reconciliation between statements received from MCIS and copies of signed receipts should be effected. Confirmation of contractual prices reported on MCIS statements can be obtained from the Ministry of Finance and Planning to facilitate the reconciliation process.

For prudent financial management the emphasis is on cost containment. Every effort should be made to ensure that defective odometers are repaired; thereby ensuring data on consumption patterns can be generated to provide valuable fleet utilization information for effective management. Vehicles deemed to be uneconomical to maintain should be recommended to be Board of Surveyed.

Transport Managers are also encouraged to use the MCIS website in order to access vehicle transactions, monitor and evaluate consumption and expenditure patterns service-wide in order to ensure optimum use of scarce resources.

All other information contained in Circular No. 11 dated July 11, 2007 is still relevant and should be adhered to.

Circular Distribution

Permanent Secretaries, Chief Executive Officers and Heads of Departments are required to ensure that the instructions contained in this Circular are brought to the attention of all relevant public officers. The cooperation of all concerned is therefore solicited and is anticipated.



Colin Bullock
Financial Secretary