



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

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE AND THE PUBLIC SERVICE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

February 19, 2010

Circular No. 9  
File No. 107/135A  
Division: Public Expenditure Policy Coordination

Permanent Secretaries  
Chief Executive Officers  
Heads of Departments

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

Permanent Secretaries, Chief Executive Officers and Heads of Departments are hereby advised that, with immediate effect all requests for new Advance Debit cards for fuel supplies to GOJ Ministries, Departments and Agencies **must** include the following information:

- Registration Number
- Make and Model of Vehicle
- Odometer Reading
- Engine Number
- Chassis Number
- Fuel Type
- Tank Capacity in Litres
- Monthly Budget

Please be reminded that request for new cards requires review of the deposit accounts to ensure the allocations are adequate for the projected fuel usage. Failure to ensure adequacy in the deposit account will result in rejection or delay in the processing of the new cards.

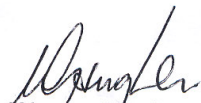
Kindly review information on your existing fleet and provide all additional information directly to Manufacturers Credit and Information Services Limited, the government contracted processing company, by **March 31, 2010**, in order to verify compliance with the new requirements, and to update the database.

February 19, 2010

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It has been brought to this Ministry's attention that some government owned motor vehicles have been using varying fuel types, for example, E-10 Blend 87, E-10 Blend 90 and Diesel. Please be reminded that it is important that there is adherence to the manufacturers recommended fuel type as non-compliance could result in major engine problems. All efforts must be made to discontinue this practise in order to preserve the assets of Government, and ultimately, contribute to cost containment in the Public Sector.

Please ensure that the instructions contained in this Circular are brought to the attention of all officers concerned, as adherence to these guidelines and procedures is essential for the effective control of government assets.

  
Wesley Hughes, CD  
Financial Secretary