Policies and Procedures

State-Owned Vehicle Car Wash Policy

Effective Date of Policy: 7-1-2026	Next Scheduled Review: 3
Last Reviewed: NEW	Policy Number: OCC-13.1
Replaced Policy: N/A	Replaces Policy Number: NA
Approved by: Commissioners	Approval Date: 7-1-2026

A. Purpose

The purpose of this policy is to establish uniform procedures for washing Oklahoma Conservation Commission (Commission) state-owned vehicles in order to maintain vehicle cleanliness, preserve vehicle condition and appearance, and ensure the responsible expenditure of public funds.

B. Scope

This policy applies to all Commission employees who operate or are assigned a state-owned vehicle and who utilize a state fleet fuel card or other approved state payment method for vehicle-related expenses.

C. Policy

The Commission authorizes routine washing of state-owned vehicles as part of normal vehicle maintenance. Each state-owned vehicle is authorized for one (1) car wash per calendar month at an approved vendor. Vehicle washing shall be conducted in a manner that is cost-effective and consistent with state fleet management requirements.

The maximum charge for a car wash is twenty-five dollars ($25.00) per vehicle per month.

D. Authorized Services

Authorized services include:

- Standard exterior car wash;
- Hand wash services; and
- Basic quick-detail services associated with a standard car wash.

The following services are not authorized unless specifically approved in advance by the Executive Director or designee:

- Full vehicle detailing;
- Waxing packages;
- Interior shampooing;
- Paint correction services;

- Ceramic coatings; and
- Other premium or luxury vehicle appearance services.

E. Authorized Vendors

1. Employees shall use vendors that accept the State of Oklahoma's authorized fleet card, currently the **Comdata Fleet Card**, or another agency-approved method of payment.
2. All vehicle washing expenses must be paid using the assigned Comdata Fleet Card or other approved agency payment method and all purchases must follow the Comdata Fleet Card Program guidelines, applicable OMES Fleet Management policies, and Commission policies and procedures.
3. Employees shall ensure the vendor understands that purchases are exempt from Oklahoma sales tax.
4. The Oklahoma sales tax exemption number is printed on the fleet card. A sales tax exemption letter shall be maintained in the vehicle glove compartment.
5. Employees shall not approve or pay invoices that include Oklahoma sales tax.

F. Frequency and Exceptions

1. Each state-owned vehicle is limited to one (1) car wash per calendar month.
2. Additional washes may be authorized when necessary due to:
    - Excessive dirt, mud, dust, or debris resulting from official field activities;
    - Removal of hazardous materials or contaminants;
    - Preparation for official agency events, inspections, or public appearances; or
    - Other circumstances determined necessary by the employee's supervisor.
3. Additional washes require prior approval from the employee's supervisor and a short-written justification.

G. Documentation Requirements

1. Employees shall obtain and retain a receipt for each car wash transaction.
2. Employees shall review receipts before leaving the vendor location to ensure:
    - The transaction amount is accurate;
    - No sales tax has been charged;
    - Vehicle information is correct; and
    - Any fleet card transaction information is accurate.
3. Any errors shall be corrected by the vendor before the employee leaves the premises.
4. Receipts and transaction records shall be maintained in accordance with Commission records retention requirements and made available for audit or review.

H. Restrictions

Personal vehicles are not eligible for payment under this policy.

1. Car wash purchases may only be used for Commission owned vehicles.
2. Employees shall not use fleet cards for unauthorized vehicle appearance services.
3. Employees shall not divide transactions or otherwise attempt to circumvent the monthly spending limitation.

I. Compliance and Enforcement

Supervisors are responsible for monitoring employee compliance with this policy.

The Commission Fleet Coordinator shall periodically review fleet card transactions and vehicle maintenance records to ensure compliance.

Unauthorized purchases, excessive use, misuse of state funds, or failure to comply with this policy may result in reimbursement to the agency, suspension of fleet card privileges, disciplinary action, or other corrective measures as appropriate.