State of Oklahoma
Department of Central Services
Central Purchasing Division

Use of the Comdata and P-Card on Vehicle Parts and Maintenance Statewide Contracts

It is the intent of this communication to foster actions which will result in achieving the best pricing available on every credit card purchase in regards to the vehicle parts and maintenance statewide contracts. With this in mind, please review the following clarification.

Comdata cards are to be used for the purpose of maintaining individual vehicles (fleet vehicles that travel on the road), and the operational costs associated with each one. These costs are for purchases associated with Vehicle Fuel, Vehicle Supplies, Vehicle Maintenance, Vehicle Enhancements, and Vehicle Emergencies, which may or may not be made utilizing a Statewide Contract.

Statewide P-Cards are to be used to make purchases utilizing the Statewide Contracts, but not items associated with individual vehicle expenses. (For example, use the Statewide P-Card to purchase cases of oil for stocking, use the Comdata Card to purchase a quart of oil to pour into a vehicle.)

Standard P-Cards are not to be used to purchase products or services on Statewide Contracts. If the agency does not have a Statewide P-Card, the Standard P-Card may be used for Statewide Contract purchases in accordance with the State of Oklahoma Purchase Card Procedures. The Standard P-Cards are not to be used for items associated with individual vehicle expenses.

Concerning the utilization of four Statewide Contract Agreements,

SW024 Tires: (Mandatory)

- **Statewide P-Cards:** Are for bulk or stock purchases.
- **Standard P-Cards:** Are not to be used on this Statewide Contract unless the agency does not have a Statewide P-Card, and then for bulk and stock purchases only.
- **Comdata Cards**: Are for all maintenance costs related to the vehicle and for the purchase of 4 tires or less all going on the same vehicle.

SW101 Automated Fleet Fuel: (Mandatory)

- **Statewide P-Card:** Cannot be used on this Statewide Contract
- **Standard P Card:** Cannot be used on this Statewide Contract
- **Comdata Card**: This card can be used on this contract but must be assigned to a vehicle.
- **Comdata Fuel Only Card:** This card can also be used on this contract and is not assigned to an individual vehicle. No other products or services shall be purchased with this card.

SW307 Auto Parts: (Non-Mandatory)

- **Statewide P-Cards:** Are for bulk or stock purchases.
- **Standard P Cards:** Are not to be used on this Statewide Contract unless the agency does not have a Statewide P-Card, and then for bulk and stock purchases only.
- **Comdata Cards**: for the purchase of parts for a specific Vehicle.

SW767 Auto Maintenance: (Non-Mandatory)

- **Statewide P-Cards:** Cannot be used on this Statewide Contract
- **Standard P Cards:** Cannot be used on this Statewide Contract
- **Comdata Cards**: Are the only cards that can be used on this contract. To maintain the best pricing on tires, Agencies may only purchase tires on this contract when it is an emergency situation and no existing (SW024) contract vendors are in the area. Emergency tire purchases from other than a vendor on the SW024 contract must be installed at the time of Purchase.