



CPO Announcement

State of Oklahoma

Office of Management and Enterprise Services

DATE: June 29, 2026

TO: CPOs and fleet contacts

FROM: Office of Management and Enterprise Services

SUBJECT: New statewide fleet card policy

CONTACT: fleet.card@omes.ok.gov

As a follow-up to the [April 10 CPO Announcement](#) regarding the Comdata transaction usage update, OMES Central Purchasing has issued a new statewide fleet card policy. Please review the information below regarding the new policy.

The [State of Oklahoma Fleet Card Policy and Procedures \(CP148\)](#) is now published in the [CP Library](#), along with the associated forms:

- [CP144: Request for Exception to Fleet Card Policy](#)
- [CP146: Fleet Card Administration Change](#)
- [CP147: Fleet Card Policy and Procedures Acknowledgment](#)

Policy compliance and annual requirements

Agency fleet card administrators are required to review the State of Oklahoma Fleet Card Policy and Procedures annually. Additionally, agency fleet card administrators must submit the [Fleet Card Policy and Procedures Acknowledgement \(CP147\)](#) within 60 days of each statewide policy update.

Fuel transaction restrictions effective July 1

Effective July 1, all fuel transactions on fleet cards will be limited to Level III gas stations with payment at the pump only. Please utilize the fueling stations map on the [OMES CAM Fleet Management Driver Resources page](#) to locate available Level III gas stations in Oklahoma.

Agencies operating in remote, rural or specialized field environments where Level III gas stations are verified as unavailable, inaccessible or operationally impractical may request

an exception to the Level III fueling requirement. Exception requests must be submitted by the agency's fleet card administrator via the [Request for Exception to Fleet Card Policy \(CP144\)](#).

Policy exceptions

All other requests for an exception to the fleet card policy must be submitted by the agency's fleet card administrator via the [Request for Exception to Fleet Card Policy \(CP144\)](#) for review by the state purchasing director.

FY 2027 internal agency policy requirements

As a reminder, all agencies are responsible for creating their own internal policies for car wash purchases on Comdata cards for agency-owned vehicles. Moving forward, please ensure your agency's internal policy for FY 2027 mentions Comdata guidelines. If your agency leases vehicles through OMES Fleet, those vehicles must follow the OMES Fleet guidelines for car washes, listed in Section 5.3 of [OMES FM Policy F001](#).

Once your agency's car wash policy is updated and finalized, please email a brief summary or a copy of the policy to fleet.card@omes.ok.gov by July 31.