



Fuel Policy and Procedures

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Management is to implement and monitor controls over fuel (gasoline and diesel) to ensure that purchases and usage is reasonable, authorized, and that only college-owned vehicles and equipment and authorized rentals are receiving the fuel. Managements' failure to ensure that employees complete and maintain accurate records places the college at a significant risk of the unauthorized use or theft of the college's fuel supplies. Personal use or theft of fuel will result in automatic termination and possible legal action.

Fuel can be purchased from vendors that use a suitable fleet manager system (e.g., Fuelman, etc.).

I. Credit Card Purchases – Fleet Manager System

1. The clerk is to maintain an accurate listing of all fuel credit cards.
2. The clerk is to periodically conduct an inventory of all cards and any lost or stolen cards are to be terminated immediately.
3. It is the department head's responsibility to keep all cards locked in a secure location when not in use. All departments must maintain a sign-in and sign-out log that contains the following information:
 - Date the credit card is issued
 - Credit card number
 - Name/signature of the employee who is receiving/using the card
 - Description of vehicles/equipment receiving the fuel
 - Date the credit card is returned

Note: Cards are to be in the possession of the person who signed out the card at all times and never left in the vehicle. The card is to be returned promptly and the log will be updated (signatures) to document receipt.

4. Employees are to enter accurate information (e.g., vehicle odometer reading) at the vendor's

pump and obtain receipts to submit to the clerk. Failure to enter accurate information and submit receipts may result in disciplinary action.

Procedures

Credit Cards – Fleet Manager System

1. Each month, the clerk is to reconcile/agree the credit card receipts (turned in by employees) to the vendor's monthly statement.
2. The monthly vendor statements are to be carefully reviewed for completeness (e.g., odometer readings) and any unusual activity (e.g., purchase made out-of-town, more than one purchase on the same day, purchase made on a weekend, etc.) and immediately report any exceptions or concerns to the appropriate department head and director.

Approved:



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Interim Director