



Policy No. 5.012  
Northwest Louisiana Technical College

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**Fuel Policy and Procedures**

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Original Adoption: October 10, 2014  
Effective Date: October 10, 2014  
Last Revision: May 2, 2018

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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 municipality-owned vehicles and equipment 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.). If fuel purchases are estimated to total more than \$30,000 in one year, management will publicly bid the fuel in accordance with the Public Bid Law (Louisiana Revised Statute 38:2211, et. seq.).

**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 ensure that each employee is assigned their own pin that should not be shared with other employees.
3. The clerk is to periodically conduct an inventory of all cards and any lost or stolen cards are to be terminated immediately and reported to the appropriate department head, CFO and Director.
4. The clerk is to remove inactive employee pins from the fuel system on a quarterly basis.

5. 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.***

6. 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 CFO.

Approved:



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Earl Meador  
Director