



## Fuel Card Policy

All Company controlled vehicles are assigned a fuel card (the Card). Employees authorized to use the Card will be assigned a PIN number allowing them to use the Card at a fuel station. Employees accept responsibility for the protection and proper use of the Card whenever the vehicle is assigned to them including use of the Card for authorized fuel purchases only and prohibiting unauthorized fuel purchases.

Improper use of a Card may result in disciplinary action, up to and including termination of employment. Unlawful use of the Card will be reported to the proper legal authorities. Should an employee fail to use the Card properly, the Company or its designee may collect any amounts owed from the employee's wages or otherwise, even if no longer employed by the Company.

### Procedures

The Human Resources Department will obtain and issue fuel cards for the purchase of fuel in the course of Company business with the department head's authorization.

Employee must immediately report any lost or stolen fuel card to their supervisor and to the Human Resources Department.

The following guidelines must be followed:

- Use fuel cards for official Company business only. The fuel card is not to be used for personal vehicles or for non-business purposes. Using the fuel card for any purpose other than official business will be considered theft of Company property.
- The purchase of personal items such as food, beverages, etc. is strictly prohibited.
- Keep the fuel card in a secure location at all times.
- Do not allow other individuals to use your fuel card.
- Immediately report lost, stolen or compromised fuel card to the Human Resources Department.
- Obtain receipt at time of sale.
- Submit receipt to authorized department employee.
- Ensure receipts are forwarded to Human Resources monthly.

### Fueling

The fuel card enables you to purchase fuel at any fueling location that accepts the [ENTER NAME OF CARD] fuel cards. At the fueling station, the employee will take the following steps to obtain fuel:

1. Enter or swipe the card at the pump control
2. Fuel vehicle
3. Obtain receipt



Employees will turn in fuel receipts to their supervisor for review. The supervisor will forward all receipts to the Human Resources Department no later than the 10th of the following month in order to review and reconcile fuel purchases with the fuel invoice.

Supervisor must notify Human Resources Department to terminate employee fuel card when an employee is no longer authorized to make fuel purchases. Upon termination of employment, Employee must return the Card to the Human Resources Department.