

USE OF DISTRICT FUEL AND CREDIT CARDS

USE OF DISTRICT FUEL
CARDS FOR
TRANSPORTING
STUDENTS

Employees are allowed to use district fuel cards to purchase fuel for the purpose of transporting students, employees, themselves and other individuals. The District will issue one fuel card for each district vehicle. It will be the responsibility of the department supervisors and principals (for campuses who have vehicles) to ensure that these fuel cards are safeguarded and properly used.

ISSUANCE OF DISTRICT
FUEL CARDS TO
DEPARTMENT
SUPERVISORS AND
PRINCIPALS

The Business Services Division will procure fuel cards for each district vehicle. All department supervisors (Transportation, Facilities, Food Service, Information Technology, Warehouse and Textbooks) and principals (for campuses which do have district vehicles) will be provided with the cards and instructions on how to use the cards. The department supervisors and principals will sign that they have received the cards and that they will implement the district regulations related to fuel cards (see the assignment sheet). All department supervisors and principals will be required to report any new or sold vehicles to the Business Services Division so that new gas cards are ordered or deleted from the register.

ISSUANCE OF DISTRICT
FUEL CARDS TO
EMPLOYEES

The department supervisors and principals will issue one card for each vehicle. It is imperative that each card be used for the vehicle that it has been assigned. Under no circumstances will a card be used for two different vehicles. Failure to follow this directive will result in administrative action. The department supervisor or principal will have each employee that is assigned a district fuel card, sign that they understand all regulations pertaining to this directive. Each department must safeguard the fuel cards in a secure location. Each card that is issued to an employee must be returned to the department or campus after the fuel is purchased. Each department or campus will keep a Checkout log where all employees issued fuel cards will sign out when they take a card, and sign in when the card and receipt is returned (see Exhibit A). ON A SEMI-MONTHLY BASIS, THIS CHECKOUT LOG ALONG WITH THE ACTUAL FUEL RECEIPTS WILL BE SENT TO THE BUSINESS SERVICES DIVISION FOR PAYMENT OF INVOICES. All departments and campuses will keep copies of the check out log and fuel receipts for their records. The Checkout Log will be placed on the District's website in the Business Services' Division, Accounts Payable Department.

USE OF DISTRICT FUEL AND CREDIT CARDS

ISSUANCE OF DISTRICT
FUEL CARDS TO
EMPLOYEES

Whenever an employee is issued a fuel card, he/she must sign out the card on the Checkout Log. Each fuel card will have a PIN number that must be used whenever a purchase is being made. In addition to the PIN number, the employee's identification number must be used when making a fuel purchase. If the current employee's identification number is their social security number, then the last four digits of the employee's social security number will be used as their identification number. Finally, the current odometer reading must be entered at the pump as well, no exceptions. If gasoline instead of diesel is being purchased, then only REGULAR unleaded gas is allowed, under no circumstances is premium gas to be purchased. When the purchase is completed, the employee will return the card, turn in the actual receipt and sign in on the Checkout Log. Failure to adhere to this regulation will result in administrative action.

PAYMENT OF FUEL
INVOICES

The Business Services Division will directly receive all statements and invoices for fuel purchases. It will use the department and campus Checkout Logs, along with the attached receipts to reconcile the semi-monthly billing. Any discrepancies will be noted and the department supervisors or principals will be notified. All department supervisors and principals must immediately reconcile any discrepancies that are noted. Failure to resolve any pending discrepancies will be reported to the Superintendent and the Internal Auditor.

USE OF DISTRICT FUEL
CARDS FOR OUT OF
TOWN TRIPS

Employees transporting students, other employees or parents to out of town destinations for district purposes will be issued district fuel cards. These cards must be picked up from the Travel Clerk in the Business Services Division. The said employee will sign out of the card and will use it for the intended purposes. Upon completion of the trip, the employee will bring back the card along with all receipts charged to the card. Failure to return receipts, if charges are made, will result in administrative action which may include reimbursement to the District.

USE OF DISTRICT CREDIT
CARDS

Any employee that has received permission from the Superintendent (see Exhibit B) to use a district credit card must do so ONLY for district business. All transactions must be supported by a receipt and the Business Services Division will receive all billing statements and invoices for said cards. A purchase order will be made to the credit card company before any purchases are charged to the card. Any reported misuse of a district credit card will be reported to the Superintendent for disciplinary action, which may include dismissal or criminal charges.