

Erath County Fuel Card Policy

(Revised November 2019)

Policy Brief & Purpose

Erath County may provide certain Officials and Employees with purchase cards that can be used for refueling County owned vehicles, transfer tanks and equipment.

We want to make sure Officials and Employees who hold and use County Fuel cards will use them properly and will know their limitations and responsibilities.

This policy sets out acceptable and unacceptable uses of the Fuel cards. Use of County-issued Fuel cards is a privilege, which the county may withdraw in the event of serious or repeated abuse.

Policy Regarding Use of County-Issued Fuel Cards

Fuel cards are issued in the name of the Cardholder and Erath County. The cards are administered through the County Auditor's Office.

Fuel cards must be used for business purposes only and in conjunction with the employee's job duties.

Fuel cards may be used to fill County vehicles, County vehicle mounted transfer tanks and County equipment.

There are several types of fuel cards issued by the County:

Profile 1 - Fuel purchases only weekdays 8 am – 5 pm

Profile 2 - Fuel and maintenance purchases weekdays any time of day

Profile 3 - Materials, fuel and maintenance purchases up to \$200 weekdays 9 – 6

Vehicle - Cards are issued to specific vehicles *and remain with vehicle at all times*
Employees are issued a pin and can fuel any vehicle with attached card
Employee enters their pin and vehicle mileage
Cards are accepted nation wide

Receipts

Any time a purchase is made using the Fuel card ***a detailed itemized receipt shall be obtained*** by the Cardholder as proof of purchase. The document will be used to reconcile purchases shown on the Cardholder's monthly statement.

In Lieu of Receipts:

If the Card Vendor's software is capable of providing sufficient details regarding purchases on a real time basis, it may be determined by the Auditor receipts are no longer necessary from the fuel pumps. This will be on a case by case basis and users will be notified of any changes to the receipt policy.

Lost or Stolen Card

Should the Cardholder lose or have their Fuel card stolen, it is the responsibility of the Cardholder to immediately notify the County Auditor.

Responsibilities

Auditor

The Auditor will:

Establish procedures and forms for implementing and monitoring a Fuel card purchasing program

Issue, cancel and modify cards as necessary

Review, reconcile and process Fuel card statements for payment

Cardholder

The Cardholder will:

Be responsible for the safekeeping of the Fuel card at all times

Turn in itemized receipts as soon as possible after making any purchases with the card unless it has been determined by the Auditor no receipts are necessary due to the Fuel card providers systems

Report lost or stolen Fuel cards immediately to the Fuel card agency and the Auditor

Return the Fuel card to the Auditor immediately upon separation from the county

Accidental Use

In the event of accidental use of a County Fuel card, the Cardholder will immediately notify the Auditor of the incident. The Cardholder will reimburse the County within five (5) business days of the accidental use.

Fuel Card User Agreement

I, _____, hereby certify that I understand and agree to abide by the County's policy regarding use of County-issued Fuel cards, a copy of which I have received, and which has been explained to me.

I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than the County) in violation of that policy, the amount of such purchases is an advance of future wages payable to me. I am expected to reimburse the County within five (5) business days of any accidental use.

I also understand that the County may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the County may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

In addition to financial responsibility, any purchases an employee makes with a County Fuel card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

Signature of Employee

Date

Employee's Name - Printed

County Representative

Date