



Fuel Card Policy

Policy Statement

All University 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 who are assigned a PIN will be required to sign a Fuel Cardholder Agreement acknowledging the requirements and proper use of the Card and PIN number (Appendix A). 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.

Purpose of Policy

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 University or its designee may collect any amounts owed from the employee's wages or otherwise, even if no longer employed by the University.

Applicability

This policy applies to all employees of Southeastern Louisiana University authorized to use a fuel card.

Policy Procedure

The Physical Plant Department will obtain and issue fuel cards and employee PIN numbers for the purchase of fuel in the course of University business with the department head's authorization.

Employees will sign the Fuel Cardholder Agreement, which will be filed in the Physical Plant Department. Employees must immediately report any lost or stolen fuel card to their supervisor and to the Physical Plant Department.

The following guidelines must be followed:

- Use fuel card and PIN#'s for official University 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 Southeastern property.
- The purchase of personal items, such as food, beverages, etc., is strictly prohibited.
- Purchase unleaded or diesel fuel for University-owned vehicles only. Plus and premium grades are prohibited.
- Keep the fuel card and PIN in a secure location at all times.
- Do not allow other individuals to use your PIN.
- Immediately report a lost, stolen or compromised fuel card/PIN to the Physical Plant Department.
- Obtain receipt at time of sale.
- Submit receipt to authorized department employee.

- Ensure receipts are forwarded to the Physical Plant monthly.

Fueling

The state fuel card enables you to purchase fuel at any fueling location that accepts the Voyager 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. Enter the vehicle odometer reading.
3. Enter employee PIN.
4. Fuel vehicle.
5. Obtain receipt.
6. Complete fuel portion of MV3 if applicable.

Employees will turn in fuel receipts to the authorized department employee for review. Department will forward all receipts to the Physical Plant no later than the 10th of the following month in order to review and reconcile fuel purchases with the fuel invoice.

Department must notify Physical Plant to terminate employee PIN when an employee is no longer authorized to make fuel purchases. Upon termination of employment, the employee must return the Card to the Physical Plant Department.

[end of policy]



Fuel Cardholder Agreement

As a driver of a University controlled vehicle, I agree to comply with the terms of use and conditions of this Fuel Cardholder Agreement (the "Agreement"), and the guidelines provided to me on the proper use of the fuel card (the Card), and with any subsequent revisions to the agreement and guidelines.

I agree to accept responsibility for the protection and proper use of the Card as outlined in the Agreement and policies whenever the assigned vehicle is under my control. I understand that I cannot use, or allow the Card to be used, for unauthorized fuel purchases.

I further understand that improper use of a fuel 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 I fail to use the Card properly, I agree to allow the University or its designee to collect any amounts owed by me from my wages or otherwise, even if I am no longer employed by the University.

I understand that the University may terminate my right to use this Card at any time for any reason. I agree to return the Card to the Physical Plant immediately upon demand or termination of employment. I further agree to report the loss or theft of this Card, without delay, to the Physical Plant Department, and to other entities as I may be directed.

I have been issued an Employee PIN number which authorizes me to use the Card and I understand that I am accountable for all transactions made using my Employee PIN number. I will not share my PIN number with anyone.

I understand that each time I purchase fuel I am required to enter an accurate odometer reading. I further understand that each Card is assigned to either a specific vehicle or specific fueling purpose so it is against policy to use the Card for other than the intended purpose.

EMPLOYEE PIN NUMBER: _____

I acknowledge receipt of the Card and my Employee PIN number and confirm that I understand and agree to the terms of use and conditions.

Printed Name: _____ Department/Shop: _____

Employee Signature: _____ Date: _____