

Town of Hardwick's Gas Card Policy

I Purpose

To establish criteria for the use of gas cards issued on behalf of Town of Hardwick, Inc for the purpose of purchasing fuel for Town vehicles.

II Overview

The use of gas cards has proven to be a cost effective method of obtaining fuel and service for the Town vehicles. The use of gas cards also makes the Town more accountable by providing detailed purchase histories and other important record keeping and time saving information.

III Definitions

For the purpose of this policy the following definitions apply:

- A. *Approving Supervisor*- Is the individual that reviews and approves a Cardholder's monthly statement of account.
- B. *Executive Assistant* – Is the individual that performs the final review of gas card purchases and implements payment of the account.
- C. *Cardholder*- Individual who has been issued a gas card and who is authorized to make purchases in accordance with these procedures.
- D. *Vendor* – A company from which a Cardholder is purchasing fuel or services under the provisions of this procedure.

IV Procedure

For the gas card process to operate efficiently, a timely response to each of the elements of the procedure is required from those concerned. Failure to follow the appropriate procedures will create administrative problems for the Finance Department in preparing for the month ending closeout. Employee absences should be anticipated and arrangements put in place so that process flow will not be delayed.

A Issuance of Gas Cards

1. The employee must sign the attached "Card Holder Employee Agreement", verifying the employee's agreement to the responsibilities and conditions of use.
2. The Department Head will determine the purchasing authority of the employee and will sign the "Card Holder Employee Agreement" and initiate the process for issuance of a pin number to the employee. The pin is used with the vehicle gas cards.
3. Finance will review the Agreement form and initiate the process for issuance of a pin number to the employee.

B Use of the Gas Card

1. All gas cards are assigned to a vehicle. **The card stays with the vehicle. At no time is the card permitted to leave the vehicle it is assigned to.**
2. The gas card is to be used only in the conduct of the Town's business. The use of a Town gas card to acquire or purchase goods and/or services for other than for official use is fraudulent use and may subject the employee to disciplinary action up to and including dismissal as specified in the Town's Personnel Policy and/or subject the employee to criminal charges. Additionally, a Cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the bank or card company.
3. Cardholders will be responsible for retaining vendor receipts in the vehicle and will provide such receipts to their immediate supervisor on a monthly basis for reconciliation of the gas card statement.
4. **All gas cards will be used for gas/fuel purchases only. The Gas Card Holder is responsible for checking with the Vendor prior to obtaining service to verify that the vendor accepts the COCO Voyager Gas Card.**

C. Making a Purchase

1. It is the Town's policy to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a gas card purchase the Cardholder should check as many sources of supply as reasonable to the situation to assure the best price. Where possible the Finance Department will establish pricing agreements and identify the preferred suppliers for service.

D. Cardholder Record Keeping

1. Whenever service/gas is received, documentation (receipt) shall be obtained as proof of purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.
2. All receipts shall be stored in the card's assigned vehicle. The Cardholder is responsible for checking that the vendor lists the quantity, fully describes the item(s), and does not include sales tax, prior to the Cardholder signing the slip.

E. Passwords & Mileage

1. All employees that have been issued a pin or a (numeric code) in order to be able to use the card for fuel purchases. **At no time is the employee permitted to give his/her code to any other person.** The transference of a code to another person is considered fraudulent use and may subject the employee to disciplinary action up to an including dismissal as in accord with the Town's personnel policies. The employee would also be responsible for all charges associated with the illegal use.

2. **The employee is required to accurately input the mileage of the assigned Town vehicle at the time a fuel purchase is made.** Not imputing the vehicle's actual mileage would be considered fraudulent use of the gas card and may subject the employee to disciplinary action up to an including dismissal in accord with the Town's personnel policies.

F. Payment of Gas Card Purchases

1. The Cardholder's Approving Supervisor/Department Head will review the reconciled statement, authorize it and forward it with receipts and Transaction Log to the Town Executive Assistant. If the expense is for more than one account, the distribution of expenditures must be marked on the statement.
2. Accounts Payable will review the documents for correctness, extract any sales tax paid, charge the proper accounts, and process the statement for payment.

G. Cardholder Security

1. It is the Cardholder's responsibility to safeguard the gas card and account number to the same degree that a Cardholder safeguards his/her personal credit information. A violation of this trust may result in that Cardholder having his/her card withdrawn and/or disciplinary action.
2. If a card is lost or stolen the Cardholder shall immediately notify the Town Manager Offices. A new card will be issued after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported stolen shall be delivered to the Town Manager's Office for disposal.
3. An employee may have two cards replaced due to loss or theft, after that the employee may have his/her gas card privileges revoked.

H. Cardholder Separation

1. Prior to separation from the Town of Hardwick the Cardholder shall surrender the gas card and current gas card receipts his/her immediate supervisor. Upon receipt of the above materials, the supervisor will follow steps outlined under Review of "Monthly Statement and Payment of Gas Card Purchases", and forward the card to the Town Manager's Office to be disposed of or reissued.

Date Approved

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