| BLAIR COUNTY POLICY | FUEL CARD USE POLICY |
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| | POLICY APPROVAL BY: |
| **TITLE: EMPLOYEE USE OF COUNTY FUEL CARD** | |

| COMMISSIONERS: | Initials | Date |
|---|---|---|
| Bruce Erb | BGE | 6/6/17 |
| Terry Tomassetti | TT | 6/6/17 |
| Ted Beam | TAB | 6/6/17 |
| HR DIRECTOR: | | |
| Katherine Swigart | KWS | 6/6/17 |

# Policy and Procedures
# Employee Use of County Fuel Card

1. The fuel card will be assigned to a specific County vehicle with verification to occur by the fuel pump at the gas station when the card is used via a specific employee PIN and entry of the vehicle's current mileage.

2. Employee Agreement – The employee must sign this agreement to acknowledge that he/she has read and understands the policies and procedures governing the use of a County fuel card. Violation of this policy or improper use of a fuel card may result in disciplinary action, including termination of employment and/or criminal prosecution.

3. Restricted Use – County employees shall not use the County fuel card to purchase anything other than fuel (gasoline or diesel), and, then, only for the purpose of purchasing gasoline for County-owned vehicles and equipment.

4. Card Payments – Payments, late fees, and interest related to unauthorized or undocumented charges shall be the responsibility of the employee.

5. Receipts must be turned into the Department Head for submission to the Controller's Office with an approved invoice. Receipts should be submitted on the first business day following the employee's return.

6. The fuel card that is assigned to a County vehicle must be kept in a location that is not visible from outside the vehicle and in a location that is not readily accessible by non-County personnel who may be riding in the vehicle.

7. A lost or stolen fuel card must be reported immediately by telephone to WEX Bank at 1-866-474-4440 and to the chief clerk/county administrator.

Employee _____
Date

Department Head _____
Date

Chief Clerk/
County Administrator _____
Date