



WESTERN NEW MEXICO UNIVERSITY

POLICY NAME	Gasoline Credit Card Policy	POLICY NO.	BA421
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Facilities & Operations		
EFFECTIVE DATE	15-DEC-2014	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

The gasoline credit card policy is designed to promote responsible/appropriate usage and ensure proper management of the credit card process for fleet vehicle usage.

POLICY:

Gasoline credit cards are exclusively assigned to each university vehicle. When an employee checks out a vehicle, a packet is issued to them that contains the keys, credit card, fuel station listing, credit card procedure, registration, insurance card, mileage ticket and emergency numbers.

In order to use the card, each employee must have a Personal Identification Number (PIN). A PIN must be requested from the Purchasing Office at least 24 hours in advance of anticipated use. Once a PIN has been issued, the employee should not share the PIN with anyone else or let someone else use the PIN.

If emergency repairs are necessary, please contact the Motor Pool Manager for approval. If a breakdown occurs after hours, emergency numbers located in the packet should be called for further instruction. Itemized receipts for repairs should be retained and turned in.

Upon the return from a trip, the employee should turn in the packet containing the card and appropriate receipts to the Facilities Office. If the return occurs after hours, the packet may be deposited into the night drop at the Facilities office.

If a gasoline credit card is lost, the employee should immediately report the loss to the Purchasing Office.

NOTE: Fuel cards are for fuel purchases only. Employees violating this policy will be given one (1) written warning. Upon the second violation, credit card privileges will be suspended for six (6) months.