**Purpose:**
N/A

**Policy:**
Gasoline credit cards are exclusively assigned to each university vehicle. When an employee checks out a vehicle, a packet is issued to him/her 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 Business 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 it becomes necessary, credit cards may be used to purchase services for *emergency repairs* under the amount of $100. Any amount exceeding $100 will require further approval from the Motor Pool. If a breakdown occurs after hours, emergency numbers located in the packet should be called for further instruction. 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 Physical Plant Office. If the return occurs after hours, the packet may be deposited into the night drop at the Physical Plant office.

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

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.
Procedures:
None