

Town of Meredith – Administrative Regulation

Effective Date: November 16, 2015

Regulation No: 41

Revision Date:

Supersedes:

Approved by: Phillip L. Warren, Jr., Town Manager

Subject: IRVING (Gas/Diesel) CREDIT CARD POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of the Town Issued Irving Credit Card issued to all departments to purchase unleaded and diesel fuel.

II. DESCRIPTION OF USE:

The Irving Credit Card is provided to Town of Meredith departments for a convenient method of purchasing unleaded and diesel fuel. Single Irving Credit Cards are issued to specific vehicles by department. Within each department employees have been assigned PIN numbers specific to the vehicles within the department. Department personnel shall have control of the Irving Credit Card, and as such each card shall be placed with the corresponding vehicles. Other cards must be kept at the department's main location, and will be signed out by the supervisor(s) as needed.

III. DEPARTMENT & EMPLOYEE RESPONSIBILITY:

1. The Irving Credit Card is a real-time management system; all cards & sales will be tracked on-line.
2. The Irving Credit Card is for the purchase of **FUEL ONLY**.
3. The Irving Credit Card shall be safeguarded at all times; lost or stolen credit cards shall be reported to Administrative Services immediately, to allow for cancellation of the card.
4. The department shall keep the each credit card in the specified vehicle, or in a location that is convenient for employees to sign-out for use.
5. A sign out/in log must be kept for credit cards that are not specifically kept in assigned vehicles. Logs shall be forwarded to Administrative Services the first day of each new month.
6. Receipts **ARE NOT** necessary, as this is a real-time, on-line access system.

IV. MISUSE OF CREDIT CARDS:

A department/employee who makes any unauthorized purchases with the card or uses the card in an inappropriate manner will be subject to disciplinary action including but not limited to restitution to the Town of Meredith for unauthorized purchases, termination of employment and criminal prosecution, as well as reimbursement of unauthorized use.

V. USING THE IRVING CREDIT CARD:

A. Each card is identified by:

1. Account number
2. Town of Meredith, Department
3. Vehicle number
4. Lower right side indicates that the cards can only be used for fuel.

B. At the pump:

1. Swipe the card
2. Next prompt will be for Driver Pin # - using your employee number to make four digits;
Example: Employee # 10 = Pin # 0010
3. Next prompt will be for Mileage or Hours – must be numeric.
4. When using the department card that ends in “999”, the second prompt will be “8888”
5. There is no need to print a receipt, they are collected electronically.

C. Misplaced/Lost Card(s):

1. Notify Administrative Services immediately so that the card can be canceled and a new card can be ordered.