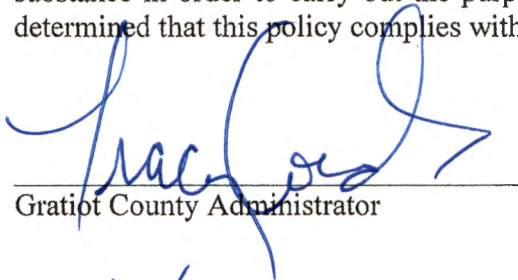


Category: 100
Number: 229
Subject: **GRATIOT COUNTY FUEL CARD POLICY**

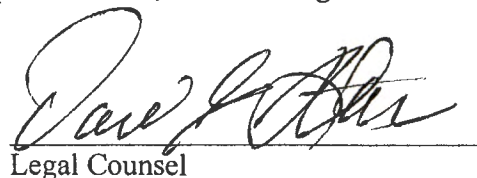
1. **PURPOSE:** Establish a policy to define, authorize and regulate the use of fuel cards. To establish procedures for utilizing the fuel card. To create a mechanism by which the County can monitor fuel usage in county owned vehicles and equipment.
2. **AUTHORITY:** The Gratiot County Board of Commissioners.
3. **APPLICATION:** This policy applies to all County Elected Officials, Department Heads and Employees and to all fuel cards issued.
4. **RESPONSIBILITY:** The County Administrator shall be responsible for implementation and enforcement of this policy.
5. **DEFINITIONS:** "Employee" shall refer to all County Elected Officials, Department Heads, Employees and Volunteers.
6. **POLICY/GUIDELINES:**
 - 6.1. Fuel cards are for the express purpose of fueling County vehicles and equipment and shall not be used to purchase any items other than fuel. Under no circumstances is a fuel card to be used for personal vehicles, or personal, non-County related purchases and/or securing non-County related goods or services.
 - 6.2. Employees must comply with all rules issued by the fueling company and by the terms of this Policy.
 - 6.3. Fuel cards must remain with the vehicle to which it has been issued. The card shall be stored in a secure location in the vehicle.
 - 6.4. The last person shown using the fuel card will be held responsible if the card is lost. Employees shall notify their supervisor immediately if a fuel card is lost or stolen. The supervisor shall notify the finance director, who shall immediately cancel the lost or stolen fuel cards. If the card is subsequently found or returned, the card shall be returned to the finance director and will be destroyed.
 - 6.5. The fuel card pin numbers are confidential and are not to be shared with persons who have not been authorized to use the county vehicle.
 - 6.6. Fuel cards are to be used to purchase fuel for only the county vehicle to which it is assigned.

- 6.7. Accurate information, including current odometer readings (miles), must be entered into the card machine at the fueling station at each use.
- 6.8. Fuel cards must be returned to the vehicle immediately after fueling.
- 6.9. Department heads will be responsible for ensuring employees using fuel cards have read and signed the Fuel Card User Agreement (Exhibit A) acknowledging the understanding of this policy, and the consequences for misuse. The signed Fuel Card User Agreement will be kept in the employee's personnel file.
- 6.10. An updated Fuel Card User Agreement and participating fueling location booklet will be placed in each County owned vehicle.
- 6.11. Vehicle fuel cards may be utilized by authorized users for non-vehicle related fuel purchases (i.e. lawnmowers, weed eaters, generators, etc.) when required to perform the duties of the users' position. This permitted use shall be documented by the County Administrator at the time the card is issued. Non-vehicle related fuel purchases shall be monitored by the Department Head and the County Administrator.
7. **VIOLATIONS:** Any employee that engages in an unauthorized or improper use of a county fuel card will be subject to disciplinary measures, up to and including discharge, and may be subject to civil/criminal prosecution consistent with applicable laws. The employee found to have inappropriately used the credit card will also be required to reimburse the County of Gratiot for all costs associated with such improper use including any interest charged on such purchases by the fuel card company
8. **ADMINISTRATOR/LEGAL COUNSEL REVIEW:** The Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Legal Counsel has determined that this policy complies with all applicable laws, rules and regulations.



Gratiot County Administrator

5/23/18
Date



Legal Counsel

5-21-18
Date

Adopted 5-15-18

EXHIBIT 'A'

**COUNTY OF GRATIOT
COUNTY ADMINISTRATION**

214 E. Center St. Ithaca Michigan 48847

(989) 875-5261; Fax (989) 875-5284

FUEL CARD USER AGREEMENT

I, the undersigned Gratiot County office or employee, hereby do acknowledge that I have carefully read the Gratiot County Fuel Card Policy, and that I agree to subscribe to, honor and abide by its terms and conditions. I am fully aware that violation of Fuel Card Policy and Procedures shall result in discontinuance of fuel card purchasing privileges for the cardholder, and may also result in discipline up to and including discharge; reimbursement to the County for unauthorized expenditures, including any interest charged on such purchases by the credit card company; and criminal prosecution.

Employee Name: _____

Employee Signature: _____

Date: _____

County Administrator/Director Financial Services Signature:

Date: _____

Adopted 5-15-18