

TITLE: MCS Governance Board Policy – Fuel Card Use Policy

LEGAL REFERENCE:

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| 22-8-1 NMSA 1978 | Public School Finance Act |
| MCS Policy D-001 | Fiscal Management |

PURPOSE:

Fuel credit cards offer a means for McCurdy Charter School staff to re-fuel school vehicles in the course of school business. Fuel credit cards also offer a way to track fuel purchases and audit fuel use. The purpose of this policy is to provide rules, guidance and procedures for the use of fuel credit cards.

POSITION:

1. MCS approved fuel cards are for the express purpose of fueling school vehicles and equipment. Under no circumstances is a fuel card to be used for personal vehicles or to purchase items other than fuel.
2. All persons with access to a fuel card must sign and have on file with the MCS Business Office a signed Fuel Card User Agreement.

The MCS Director shall promulgate procedures to implement this policy.

REVIEW:

This policy shall be reviewed in accordance with the MCS Governance Board Policy Review Process.

RESPONSIBLE OFFICE: MCS Director and the Policy & Bylaws Committee Chairperson

DATE ADOPTED:

Liborah Binette Anderson *8/6/14*

Signature Date Signed
MCS Governance Board Chairperson

RELATED DOCUMENTS:

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| REVISIONS: | |
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MCS KEY WORDS OR RELATIONSHIP:

MCS Fuel Card Use Procedures

1) Employee Responsibilities

- a) Be aware of the MCS Fuel Card Use policy and procedures.
- b) Immediately report misuse of a fuel card to the Business Office.
- c) Immediately report a missing or stolen fuel card to the Business Office.
- d) Submit vehicle logs, receipts (if provided) and requests for reimbursement as required.
- e) Employees with access to a fuel card must sign a Fuel Card User Agreement acknowledging the understanding of the consequences of misuse.
- f) Employees shall notify the Business Office immediately if a fuel card is lost or stolen. The Business Office Clerk will notify the Contracted Business Manager and cancel the lost or stolen fuel cards. If the card is subsequently found or returned, the card shall be returned to the Business Office Clerk and destroyed.
- g) Fuel cards shall never be used for personal, non-school related purchases and/or securing non-school related goods or services.

2) Procedures

- a) Fuel cards will be issued by the Business Office. Card users will receive the card from and return the card to the Business Office.
- b) Card users are required to maintain a log of fuel purchases and receipts, if provided. A copy of the log will be submitted to the Business Office Clerk monthly. The log will include: Date and purpose of the purchase, merchant name, gallons purchased, name of the purchaser, total amount of purchase, odometer reading.
- c) If an employee loses a receipt, the employee will submit an affidavit to the Business Office accounting for the specific lost information.
- d) When the card statement is received, the Business Office will review and verify the charges.
- e) Card statements should be entered into the financial accounting system for payment within 30 days.
- f) The employee reconciling the statement should notify the credit card company within 20 business days of any disputed amounts on the statement.
- g) Fuel cards may be used by an authorized card user for equipment related fuel purchases (e.g. trimmer, chainsaw, etc.)

Any misuse of the fuel card, willfully misreporting fuel use or falsifying receipts will result in disciplinary actions which may include termination.

McCurdy Charter School

Fuel Card User Agreement

I, _____ (print name), agree to the following regarding my use of any MCS fuel card:

I understand that I will make financial commitments on behalf of MCS. I will strive to obtain the best value for the school I also understand that I am to take measures to protect the fuel card against loss, theft, or damage. If loss, theft, or damage occur, I will report it immediately to the MCS Business Office.

I understand that under no circumstances will I use the fuel card to make personal purchases, either for myself or for others. Willful intent to use the fuel card for personal gain will result in disciplinary action up to and including termination of employment and criminal prosecution.

I will follow established procedures for using the school fuel card, including retention of receipts for all purchases.

I agree to cooperate with the Business Office staff in auditing or investigating the use of the fuel card.

I will not reveal my Personal Identification Number (PIN), either in writing or verbally, to any other party, including other employees and merchants. I also understand that the monthly invoice from the fuel card provider will indicate my name as the responsible party if my PIN is used.

Employee Signature

Date

Director Signature

Date

Contracted Business Manager

Date