

	DEPARTMENT OF SOCIAL SERVICES AND HOUSING	EFFECTIVE DATE: 9/04/85	POLICY NO.: 493.02.06
	CORRECTIONS DIVISION POLICIES & PROCEDURES MANUAL	CHAPTER NO.: 2	SUPERSEDES NO.: 10.100 DATE: 6/83
	SUBJECT: CREDIT CARDS, OIL COMPANY		Page 1 of 2

1.0 PURPOSE

To establish guidelines for credit card use for the purchase of gasoline.

2.0 REFERENCES AND DEFINITIONS

3.0 POLICY

- .1 The use of credit cards in making State purchases is not a standard fiscal procedure. However, an exception to the fiscal procedures is permissible in emergency situations when use of State vehicles and the need to purchase gasoline is necessary.
- .2 The branches of the Corrections Division are herein authorized to make application for gasoline credit cards. In making such application, include a completed exemption certificate for Federal excise taxes.
- .3 The receipts for gasoline purchased by credit card must be filled in properly and turned in to the branch Business Office within 24 hours.
 - a. A purchase order or a requisition for a purchase order, whichever is appropriate shall be initiated immediately upon issuance of the credit and said purchase order or requisition must show the estimated cost for control purposes.
 - b. Since credit card purchases are billed by the oil company, purchase orders shall be made out to the oil company and not to the service station.
- .4 Absolute control of credit cards must be maintained. Any loss of such a card shall be reported to the branch Business Office and the respective oil company at once.

4.0 SCOPE

This policy applies to all branch facilities.

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Page 2 of 2

Approved *Theodore J. Sullivan*
Division Administrator

August 20, 1985
Date

Approved *Franklin G. Prew*
Director

9-4-85
Date