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.
Approved
Division Administrator
August 20, 1985
Date

Approved
Director
9-4-85
Date