The Limestone District School Board (Board) provides fuel cards to designated staff for the purchase of fuel for Board owned vehicles and equipment.

1. Responsibilities

1.1. Staff are required to fill out a fuel card application form. This form is to be signed by the employee, approving manager and Assistant Manager or Manager of Financial Services.

1.2. Financial Services is responsible to coordinate the set-up, activation and distribution of the card. Approved staff will be provided with a unique card and pin number.

1.3. Cardholder Responsibilities:

- The fuel card is not to be used for personal vehicles or for non-business purposes. Using the fuel card for any purpose other than official business will be considered theft
- The fuel card is to be kept in a secure location; do not keep the fuel card in an unattended vehicle
- The fuel cards are to only be used by the cardholder
- Fuel card PIN numbers are private and are not to be shared
- Purchase unleaded or diesel fuel only for vehicles
- Premium fuel may be purchased for small engine equipment
- The cardholder is responsible for recording the vehicle odometer reading when fueling a vehicle.
- The purchase of items other than fuel is strictly prohibited
- The cardholder is to report a lost, stolen, or compromised fuel card/PIN to

direct supervisor and the financial services department as soon as possible

- The cardholder is responsible for familiarizing themselves with this procedure
- Upon termination, the cardholder must return the card to financial services

1.4. Violation of cardholder's responsibilities may result in the card being revoked as well as discipline up to and including dismissal.

2. Fuel Purchase Procedure

2.1. The cardholder shall obtain a receipt at time of sale. Missing or lost receipts will require a lost receipt form to be filled out.

2.2. The cardholder shall record the vehicle odometer reading at time of sale along with the tag number of the associated vehicle when fueling said vehicle.

2.3. The cardholder shall submit the fuel receipts to their direct supervisor each month.

3. Audit

3.1. Each board vehicle is equipped with a GPS tracking system.

3.2. Fuel purchase receipts will be reviewed and reconciled to the monthly statements on a regular basis

3.3. The financial services department, under the scrutiny of the Superintendent of Corporate Services and Treasurer will perform a periodic fuel audit to ensure procedures and responsibilities regarding fuel purchases are being followed.