



VEHICLE/FUEL CARD PROCEDURES

Business Office - businessoffice@cwidaho.cc - phone: 208.562.3500 - fax: 208.562.3535
MS 1000 - PO Box 3010 - Nampa, ID 83653 - www.cwidaho.cc

The following procedures are designed to protect both CWI and its employees who make fuel purchases for college related purposes. Fuel cards are provided as a convenience to employees to simplify the fueling process for college owned vehicles. It is important for the following are practiced in order to retain access for fuel card usage.

- 1 Each College owned vehicle will be assigned a fuel card.
 - a) The fuel card will be kept in the vehicle glove compartment or in an approved lock-up location.
- 2 The vehicle assigned to the fuel card is the only authorized vehicle to be fueled with that assigned card. Exceptions may be made to fuel other CWI vehicles with Business Office Approval.
 - a) No personal vehicles are to be fueled with a fuel card, even if used for college purposes.
- 3 Authorized Vehicle Operators will fill out the Fuel Card Pin # Request Form and the Business Office will assign a pin number that is not to be shared with anyone else
 - a) Any shared pin numbers will be turned off and the employee who shares their pin may lose their fuel privileges.
- 4 Each department head is in charge of College vehicles will insure that vehicles and fuel cards are properly safeguarded.
 - a) Only authorized drivers will be allowed to drive and fuel College vehicles
 - b) Fuel receipts must be turned in each month to Facilities, Truck Driving, or AP. If fuel receipts are not turned in, the Vehicle Operator's pin number may be turned off until receipts are turned in.
- 5 Fuel cards from any vehicle can be used to fill college-owned mobile fuel tanks.
 - a) Only off road vehicles, such as lawn mowers, tractors, other landscape type equipment, and customer equipment and vehicles can be fueled with college owned fuel tanks.
 - b) Fuel purchases to fill college-owned mobile fuels tanks must be on a separate receipt from the vehicle fuel receipt and turned in with all other receipts.

These procedures are subject to change according to the needs of the College. If there are any questions or concerns, please e-mail the Business Office at businessoffice@cwidaho.cc.