

## FLEET PURCHASE CARD

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	B. Financial / Administrative
<b>Parent Policy:</b>	B300
<b>Approval Date:</b>	June 9, 2014
<b>Effective Date:</b>	June 9, 2014
<b>Procedure Owner:</b>	Chief Financial Officer

<b>Overview:</b>	Fleet purchase cards are issued by Purchasing for each College fleet vehicle and are identified by Olds College and the vehicle license number on the face of the card. These purchase cards are intended for fuel, oil, minor maintenance and roadside emergencies such as towing, flat tires, etc.
<b>Procedures:</b>	<p><b>1. ELIGIBILITY</b></p> <p>Any employee, student or College guest licensed and authorized to drive the fleet vehicle is permitted to use the fleet purchase card in accordance with its intended purpose and limitations.</p> <p><b>2. LIMITATIONS</b></p> <ol style="list-style-type: none"> <li>Fleet purchase card transactions are restricted to operational costs associated with the vehicle that they were issued for. Use of these cards for other travel expenses such as hotel costs, meals and incidentals is prohibited. Fleet purchase cards cannot be used for routine or scheduled maintenance.</li> <li>Fleet purchase cards must never be used for personal purchases or in a manner that violates the Olds College policy.</li> <li>Fleet purchase cards cannot be used to obtain capital items or cash advances.</li> </ol> <p><b>3. CARDHOLDER RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>The cardholder will be required to sign the charge slip as a normal credit card transaction. All original merchant and purchase card receipts must be turned in to Campus Facilities when the fleet vehicle is returned. Campus Facilities retains these original receipts for reconciliation with the monthly purchase card statement. Campus Facilities will arrange for the reconciliations and original receipts to be signed off in accordance with the Signing Authority policy.</li> <li>Cardholders are required to safeguard the purchase cards. In the event a fleet purchase card is lost or stolen the user of the card must immediately contact Purchasing to cancel the card and inform Campus Facilities of the</li> </ol>

cancellation. Campus Facilities will coordinate with Purchasing for the issuance of a new card. Information regarding toll free numbers for the purchase card bank is included in the documentation pouch for the fleet vehicle.

**4. FINANCIAL ADMINISTRATION**

- a. Purchasing department will coordinate with the bank issuing the purchase card to establish a preset financial limit for each card to meet both regular operational needs and minimize financial risk.
- b. Olds College reserves the right to cancel card privileges for users of any fleet vehicle at any time with reasonable cause.
- c. Misuse of Fleet Purchase Card privileges and non-compliance with this policy is considered a serious breach of contract and may result in disciplinary action being taken in accordance with *C06 Counseling and Discipline Policy*.

**Definitions:**

**Related Information:**

**Review Period:**

**Revision History:**

3 years

New: November 2014