

<b>Gas Card Fuel Program</b>	
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## Summary

NMHU has an approved gas card that is administered by Facilities Services. The gas credit card may be used to purchase fuel for NMHU vehicles that are included in the NMHU motor pool. The fuel card program is administered by Facilities services who issues cards, maintains statements and activity on gas cards, and reconciles invoices for payments.

## Purpose

New Mexico Highlands University has established this policy to ensure that each employee using the gas card understands their duties and obligations as a gas card user.

## Policy

### Overview

The NMHU gas card is to be used to purchase gas in the NMHU motor transportation pool by NMHU personnel in the course of conducting business on behalf of the University. Each University owned vehicle is assigned a gas card. When a University official checks out the vehicle, they also check out the gas card assigned to the vehicle. In addition, if there are vehicles that are assigned to University officials on a long-term basis (i.e. President's vehicle, Security, Forestry, Safety, Central Receiving, etc.), the policy and procedures must still be adhered to as if they were checking the car out on a short-term basis. To this extent, all users must provide necessary information required by Facilities Services in order to utilize the gas card.

## **Procedure**

### **Utilizing Gas Card-Single Instance**

1. NMHU personnel request authorization to utilize Motor Pool Vehicle and Gas Card.
2. Facilities Services Provides approval.
3. Motor Pool Trip Ticket that outlines terms, conditions, and proper usage of gas card must be signed.

### **Utilizing Gas Card-Long term**

1. NMHU personnel request authorization to utilize Motor Pool Vehicle and Gas Card.
2. Facilities Services Provides approval.
3. NMHU personnel submits a record of usage each month to facilities, or as requested by Facilities Services, and/or the Director of Purchasing or VP for Finance and Administration.
4. Failure to provide accurate and timely documentation may result in suspension or termination of fuel card privileges.

### **Accounting Procedures**

1. Facilities Services is responsible for maintaining accurate records pertaining to assigned gas cards, gas card usage, and long-term usage procedures.
2. Facilities Services shall create the necessary purchase orders to pay invoices
3. Facilities Services shall receive monthly consolidated billing from gas card provider and review statement to ensure that unauthorized purchases are not made with gas card.
4. Facilities Services shall submit Invoices to Accounts Payable in a timely manner.
5. Facilities will inform Purchasing Office and/or VP for Finance and Administration of any suspicious or fraudulent activity on gas card.