



Lanesborough Village Fire & Water District

Gas Card Policy

Purpose

To establish criteria for the use of gas cards issued on behalf of the Lanesborough Village Fire & Water District for the purpose of purchasing fuel for District vehicles.

Overview

The use of gas cards has proven to be a cost-effective method of obtaining fuel and service for District vehicles. The use of gas cards also makes the District more accountable by providing detailed purchase histories and other important record keeping and time saving information.

Definitions

For the purpose of this policy the following definitions apply:

- Water District Superintendent - Is the individual that reviews and approves the gas receipts.
- Treasurer – Is the individual that performs the final review of gas card purchases and implements payment of the District account.
- Cardholder – Individual who has been issued a gas card and who is authorized to make purchases in accordance with these procedures.
- Vendor – A company from which a cardholder is purchasing fuel or services under the provisions of this procedure.
- Gas Card – Plastic card that is inserted into the gas pump to initiate fueling. A gas card is issued for each vehicle covered by this policy and should physically stay in the assigned vehicle in a secured location.
- PIN Number – A number provided to the cardholder that is entered on the gas pump keyboard to authorize the payment for fuel.

Policy

It is the District's policy to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a gas card purchase the cardholder should check as many sources of supply as reasonable to the situation to assure the best price.

Procedure

For the gas card process to operate efficiently, a timely response to each of the elements of the procedures below is required from those concerned. Failure to follow the appropriate procedures will create administrative problems for the Treasurer in preparing for the month ending closeout. Employee absences should be anticipated and arrangements put in place so that process flow will not be delayed.

1. Issuance of Gas Cards
 - a) The employee must sign the attached "District Fuel Cardholder Employee Agreement", verifying the employee's agreement to the responsibilities and conditions of use.



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- b) The Water District Superintendent will determine the purchasing authority of the employee and will sign the “Cardholder Employee Agreement” with their approval.
 - c) The Treasurer will review the completed Agreement form and initiate the process for issuance of a pin number to the employee.
2. Use of the Gas Card
- a) All gas cards are assigned to a vehicle. The gas card must stay within the vehicle and at no time is permitted to leave the vehicle it is assigned to unless otherwise specified by the Water District Superintendent.
 - b) The gas card is to be used only in the conduct of the District’s business. The use of a District gas card to acquire or purchase goods and/or services for other than for official use is fraudulent use and may subject the employee to disciplinary action up to and including dismissal as specified in the District’s Personnel Policy and/or subject the employee to criminal charges. Additionally, a cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the bank or card company.
 - c) Cardholders will be responsible for retaining vendor receipts in the vehicle and will provide such receipts to the Water District Superintendent after each use for reconciliation of the gas card statement. If due to equipment failure a receipt cannot be generated, then the cardholder will provide a document that shows location of purchase, vendor name, gallons pumped, price per gallon and total cost and a signed statement providing that a receipt could not be generated, and that information provided on this documentation is correct and true.
 - d) All gas cards will be used for gas/fuel purchases only. The gas cardholder is responsible for checking with the vendor prior to obtaining service to verify that the vendor accepts the WEX Gulf Gas Card.
3. Cardholder Record Keeping
- a) Whenever fuel/gas is received, documentation (receipt) shall be obtained as proof of purchase. Such documentation will be used to verify the purchases listed on the cardholder’s monthly statement of account.
 - b) All receipts shall be given to the Water District Superintendent following purchases. The cardholder is responsible for checking that the vendor lists the quantity and fully describes the item(s). Sales tax will be included on the receipts and credited to the District upon receipt of the monthly invoice.
4. Passwords & Mileage
- a) All employees will be issued a pin or numeric code in order to be able to use the card for fuel purchases. The transference of a code to another person is considered fraudulent use and may subject the employee to disciplinary action up to and including dismissal as in accord with the District’s personnel policies. The employee would also be responsible for all charges associated with the illegal use.



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- b) The employee is required to accurately input the mileage of the assigned District vehicle at the time a fuel purchase is made. Not inputting the vehicle’s actual mileage would be considered fraudulent use of the gas card and may subject the employee to disciplinary action up to and including dismissal in accord with the District’s personnel policies.

5. Payment of Gas Card Purchases

- a) At the end of the month, the Treasurer will review the statement and match slips that were turned over by the Water District Superintendent. Any missing slips from the monthly report will need to be approved by the Water District Superintendent. A mid-month report can be generated by the Treasurer if an employee leaves before the statement has been generated at the end of the month.
- b) The Treasurer will review the documents for correctness, extract any sales tax paid, charge the proper account, and process the statement for payment.

6. Cardholder Security

- a) It is the cardholder’s responsibility to safeguard the gas card, a PIN number, and account number to the same degree that a cardholder safeguards his/her personal credit information. A violation of this trust may result in that cardholder having his/her card withdrawn and/or disciplinary action.
- b) If a card is lost or stolen the cardholder shall immediately notify the Water District Superintendent and Treasurer. A new card will be issued after the reported loss or theft. A card that is subsequently found by the cardholder after being reported stolen shall be delivered to the Treasurer’s Office for disposal.
- c) An employee may have two cards replaced due to loss or theft, after that the employee may have his/her gas card privileges revoked.

7. Cardholder Separation

- a) Prior to separation from the Lanesborough Village Fire & Water District, the cardholder shall surrender the gas card and current gas card receipts to the Water District Superintendent. Upon receipt of the above materials, the Superintendent will follow steps outlined under “Payment of Gas Card Purchases” and forward the card to the Treasurer’s Office to be disposed of or reissued.

Approval Date	12/4/2025
Revision Date	
Revision Date	
Revision Date	



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District Fuel Cardholder Employee Agreement

Drivers authorized to fuel company vehicles will be issued a pin number for a fuel card. Each District vehicle shall have its own card that stays within the vehicle unless otherwise specified by the Water District Superintendent. This document outlines the policies and procedures regarding the use of District fuel cards and ensures that you understand your responsibilities.

Driver Acceptance Statements

- I understand that I have been issued a pin number for a fuel card(s) authorizing me to fuel District vehicles only.
- I understand that the fuel card is NOT to be used for personal vehicles or other non-business purposes. Using the fuel card for any purpose other than District use will be considered theft of District property.
- I understand that I am responsible for all transactions I make. In the event a card is lost or stolen, I will immediately notify the Water District Superintendent who shall notify the Treasurer.
- I understand that fueling is limited to regular unleaded and diesel only, depending on the card in the vehicle.
- I understand that each time I use the fuel card I am required to retain the receipt to give to the Water District Superintendent.
- I understand that failure to adhere to these policies and procedures may result in disciplinary action up to and including dismissal.

Evidenced by my signature below, I understand and agree to the above statements.

Print name: _____

Signature: _____

Date: _____

Water District Superintendent signature of approval: _____

Date: _____

Cc: Copy to Personnel file