

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

GAS/CREDIT CARD POLICY

Suffolk Community College Association, Inc.'s ("Association") permits the use of gas/credit cards when authorized employees of the Association or Suffolk County Community College utilize Association- owned fuel-powered motor vehicles to conduct approved activities underwritten by student activity fees. Only those employees who are authorized to use an Association gas/credit card may do so under the procedures and protocols established by the Association.

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

PROCEDURES FOR USE OF THE ASSOCIATION GAS/CREDIT CARD

The Association Business Director will ensure that employees authorized to utilize an Association gas/credit card comply with the following procedures:

- Authorized users of the vehicles will record odometer reading at the time of purchase. This will ensure that gas/fuel consumption is appropriate for the vehicle, and the information will be forwarded to the Association Business Office for analysis.
- Authorized employees must retain proper and necessary documentation, outlining the date of purchase, reason for purchase, purpose of trip, and trip destination.
- Odometer reading and documentation of reading at the point of sale is required.
- Authorized employees must complete the *Gas / Fuel Log Form*.
- Employees authorized to operate Association-owned motor vehicles must sign the *Fuel/Gas Card Use Employee Agreement Form*, acknowledging that they have read and understand the Association Gas/Credit Card Policy.
- Authorized employees must immediately notify the Association Business Director if a gas/credit cards is lost or stolen. The Association Business Director will thereafter cancel such gas/credit card.
- Association Athletics and Theater Directors will review and approve monthly gas/credit card transactions for each authorized employee under their supervision and ensure that the use of such gas/credit card is consistent with the employee work assignment before forwarding to the Association Business office for processing.