

**POLICY FOR THE USE AND ADMINISTRATION OF RETAIL FUELING CREDIT CARDS  
(01/1/2023)**

To ensure that Retail Fueling Credit Cards are used responsibly and efficiently, this policy is established to provide specific guidance and instruction.

1. A Retail Fueling Credit Card ("Card") is a payment card used for gasoline, diesel, or other fuels at gas stations that are authorized by the City.
2. The Card is the property of the City of Canton and, as such, its use is subject to all City Work Rules. The sole purpose of the Card is to provide for the purchase of fuel for City owned vehicles and/or tagged assets only.
3. Cards and PIN numbers are to be issued only at the request of an Appointing Authority, Elected Official, or their designee and should be requested from the Purchasing Department
4. The Card is to be kept securely in the vehicle to which it is specifically assigned.
5. PIN numbers are given only to authorized users on an individual basis and are **not** to be shared with other employees or individuals.
6. Cards are operable only in conjunction with a valid PIN number.
7. Cards are only to be used to fuel the vehicle to which they are specifically assigned.
8. An accurate odometer reading must be entered each time a vehicle is being fueled.
9. Employees who abuse or violate sections 4 through 7 of this policy will be subject to discipline up to, and including, dismissal.
10. Each department shall work with Purchasing to maintain a complete and accurate list of vehicles that are assigned Cards and those City employees who have been assigned a PIN number.
11. Names of employees who should no longer have a PIN number, such as those who terminate employment, must be reported to Purchasing immediately so the employee's PIN can be disabled.
12. Cards are authorized to dispense pre-determined types of fuel that are appropriate for the vehicle to which the Card has been assigned.
13. It is the responsibility of each department to monitor the use of the card. Purchasing will issue periodic reports and billing statements showing fuel purchases with Cards authorized for use with their department.
14. Departments must review monthly billing statements to ensure that no errors have occurred and no unauthorized use or abuse of the Card has occurred. Discrepancies or irregularities should be investigated immediately and noted by email to the Purchasing Department. The Purchasing Department does not monitor the fuel purchases made by each individual department unless a discrepancy is reported.