

Business Office

Gas Card Policy

September 2004

I. Introduction

Purpose of Gas Cards – Gas cards are available to permanent New Mexico Tech employees. The cards are used to purchase fuel when using a New Mexico Tech vehicle for New Mexico Tech business. These fuel charges are billed directly to New Mexico Tech.

Gas Cards Available – Chevron, Exxon and Phillips 66

Gas Card Overview

- Gas cards will be issued by the Travel Office upon receipt and verification of a Gas Card Application form, available from the Business Office or from the Business Office website.
- Only the Travel Office is authorized to order new and replacement cards.
- All gas cards have a unique account number and are embossed with New Mexico Tech as the Cardholder.
- Gas cards will not be transferable between individuals or departments.
- Each card will be assigned to an individual and it will also be assigned a default account number to be charged.
- Individual's Department Head must approve the request for a card.
- The person responsible for the default account number must also approve the request.
- The default account number will be verified and approved by the appropriate Business Office administrator.

Cardholder Liability – The cardholder is responsible for proper use of the card within stated guidelines of this manual as well as New Mexico Tech Policies and Procedures relating to the expenditure of New Mexico Tech funds. Failure to comply with these guidelines, policies and procedures may result in permanent revocation of gas card privileges. Use of the card for personal purchases constitutes fraud under New Mexico State Law. Misuse of the card may result in the employee's termination and New Mexico Tech will pursue the matter to the extent the law allows.

Gas Card Eligibility – Cardholders must be a regular, full-time employee of New Mexico Tech who has the approval of his/her Department Head to use the Gas Card to purchase fuel on behalf of New Mexico Tech. Each individual Cardholder must complete a Cardholder Application and sign for receipt of the Gas Card(s) in the Travel Office.

Cardholder Responsibilities – The Cardholder must use the Gas Card for New Mexico Tech business purposes only. The Gas Card may not be used for personal purchases of any kind.

Misuse of the card will subject Cardholder to disciplinary action in accordance with New Mexico Tech Policies and Procedures. The Cardholder must:

- Ensure card is used for New Mexico Tech business purposes only.
- Use card to purchase fuel only.
- Maintain the card in a secure location at all times.
- Obtain a sales slip or other type of receipt to be submitted for monthly reconciliation to the Accounts Payable Office.
- If the account to be charged is not the default account the cardholder must write the appropriate account number on the receipt.
- Return the Gas Card to the Travel Office upon terminating employment with New Mexico Tech or transferring to another department within New Mexico Tech.

Cardholder Termination – A Cardholder’s card will be terminated when they (a) transfer to a different department, (b) move to a new job in which a card is not required, (c) terminate employment or (d) for any of the following reasons:

- The Gas Card is used to purchase fuel for a non-business related activity.
- The Cardholder allows the card to be used by an unauthorized individual.
- The Cardholder fails to provide Accounts Payable with required monthly sales receipts.

Lost, Misplaced or Stolen Purchasing Cards – Cardholders are required to immediately notify the Travel Office and his/her Department head about the lost or stolen card at the first opportunity during normal business hours.

Erroneous Declines – Should a seller erroneously decline a Gas Card, the Cardholder should immediately contact the Travel Office. If purchase is being made outside normal New Mexico Tech business hours, the employee must find an alternate payment method or terminate the purchase.

II. Reconciliation, Approval & Allocation of Billing

Receipt and Payment of Gas Company Billing – Accounts Payable receives the monthly invoices. Each cardholder will submit all fuel purchase receipts to Accounts Payable for reconciliation and invoice payment.

Allocation of Gas Card Charges to Other Accounts – A default account number will be assigned to each Gas Card issued and all purchases will be charged to that account unless the cardholder identifies a different account. Accounts Payable will enter only the accounts identified by the department and the amounts to be charged to each.

- If there are errors in distribution between accounts, the department may JV the amounts necessary to make the correction.
- The total amount billed by the gas companies will be charged to the individual departmental accounts.

- In the event there is a charge on the gas company invoice and Accounts Payable doesn't have a receipt to match it to, Accounts Payable will contact the person responsible for the card.

III. Retention of Reconciled Statements and Invoices

All New Mexico Tech account statements and sales receipts will be retained in the Business Office, or its satellite offices, for three years plus the current year. After the fourth year, storage or disposition will be handled by the Business Office in accordance with State and Federal statutes.