

CITY OF MAUMEE

CITY EQUIPMENT FUEL PURCHASE POLICY

Purpose: To provide clarification and direction to employees regarding the position of the City of Maumee regarding the fueling of City equipment through use of a City issued credit account or card.

General: The City of Maumee has a fueling program through Sunoco. Each City Department and Division has a PIN # relative to purchases on a stored City credit account with Sunoco. This Policy is for the purpose of ensuring each division is consistent in the purchasing and monitoring of employee fuel usage.

FUELING AND RECEIPT PROCEDURE

City of Maumee provides City vehicles and equipment for **official city business**. The city expects appropriate and responsible use. An employee who requires fuel for either a city issued vehicle or city equipment shall follow the following guidelines:

- Obtain a fuel Receipt which **MUST** contain the following information:
 - Printed name and/or signed name of employee making purchase;
 - Identification number for vehicle, equipment or fuel can(s) being filled;
 - **EACH CATEGORY OF ITEM TO BE FILLED SHALL BE A SEPARATE TRANSACTION** unless an emergency situation exists.
 - If filling more than one fuel can the receipt **MUST** indicate each individual can number but may be one transaction
 - When filling a vehicle, the current vehicle mileage must be on the slip.
- Receipts containing the above information will be promptly provided to designated supervisor for further processing and review.

Inspection/Audit of Purchases: The Department Head or Division Supervisor or his or her designee shall conduct random audits of fuel purchases. Comparison of vehicle mileage to fuel purchases will be made on a random basis to ensure compliance with this policy and to ensure fuel purchases are consistent with fuel use. Additionally, equipment or cans will be randomly checked to ensure they have been filled as indicated.

- The City has the right, at its discretion to review any employee's fuel purchases to ensure that the employee use is consistent and in compliance with the law and this policy and any other applicable city policies.

Violation of Policy: It is the employee's responsibility to understand this policy. Any conduct, which violates this policy, may result in disciplinary action up to and including termination of employment, legal action and criminal liability.

Dissemination of Policy: Each Department Head or Division Supervisor or his or her designee of the City of Maumee shall be responsible for reviewing said policy with each employee issued a City vehicle or whomever is authorized to fuel City equipment.

This acknowledgement of the **City Equipment Fuel Purchase Policy** shall be kept in the employees personnel file.

Nothing contained in this policy shall be read in a manner so as to contradict with the Employee Handbook or other Department specific work rules.

I hereby acknowledge receipt and understanding of the above policy regarding fuel purchases.

Employee Signature

Date

Witnessed by:

Department Head/Supervisor