

Background

Central Vehicle Agency (CVA) fuel cards are assigned to individual CVA units and are only to be used for that specific unit. These are credit cards with restrictions and can only be used in accordance with the following provisions. Cards are valid only for the purchase of fuel, a maximum of \$50 per day of supplies (e.g. windshield washer, wiper blades, etc.) and small repairs.

Procedure

To avoid fraudulent use of fuel cards, it is critical that the card be treated with the same care as normally afforded personal charge cards. Credit card receipts are to be retained by the vehicle coordinator for a period of one year. As a driver, it is your responsibility to make sure you keep your receipts and return them with the vehicle.

Most gasoline-engine vehicles require the use of regular grade gasoline. Mid-grade or premium gasoline should only be used if stipulated in the Vehicle Manufacturer's Handbook.

Please ensure the safety of the fuel card. Do not leave the card loose in a vehicle exposed to public view and potential theft or exposed to direct sunlight which could destroy the card.

Car Washes

Pool Operators are responsible for car washes and determining their frequency.

Pre-paid fuel

Some service stations require drivers to pre-pay for their fuel. If the amount of prepayment exceeds the value of fuel needed for the vehicle, then a refund must be issued to the credit card. Do not accept cash for overpayments. If the receipt of cash is unavoidable, immediately notify your CVA coordinator of the incident.

Provisions

CVA fuel cards must not be used in conjunction with membership dividends, reward points or air miles accrued or claimed by any employee. As mentioned above, fuel cards are only to be used for the purchase of fuel and \$50 or less of vehicle supplies per day. Personal purchases are not permitted with a CVA fuel card (this includes snacks, drinks, cigarettes, etc.).

Purchases for another vehicle

A CVA fuel card is only to be used for the CVA unit of which it has been assigned. The unit number of the CVA vehicle is shown on the card. Using a CVA fuel card to purchase fuel or other supplies for a unit other than the one it is assigned to is strictly prohibited. The fuel card is also not to be used for filling any client owned equipment.

Supplies costing more than \$50

As previously stipulated, fuel cards can be charged a maximum of \$50 per day for the purchase of supplies and minor repairs.

Supplies and repairs costing more than \$50 should not be charged to the fuel card. An invoice needs to be issued to CVA for payment. CVA Operators have up to \$300 signing authority for minor repairs, diagnosis of concerns and routine maintenance. Suppliers receive payment for these services by invoicing CVA, rather than charging costs to the fuel card.

NOTE: Fraudulent use of a CVA fuel card is a criminal offence and may result in severe penalties.