## Vehicle Fuel Purchase

This policy covers purchasing vehicle fuel with credit cards.

- County fuel pumps will be utilized whenever possible.
- Employees should not use standing accounts unless directed to do so by a supervisor.
    - When using standing accounts, fuel tickets must contain the following information:
        - Total amount of the fuel purchase.
        - Total gallons of fuel purchased.
        - Price per gallon.
        - Signature of the person purchasing the fuel.
        - Vehicle number.
        - Current vehicle mileage at the time of the purchase.
- Once the information is retained on the store copy of the fuel ticket, the carbon copy or original (whichever is obtained by the employee) will be discarded.