

Mackenzie County

Title	Fuel Usage	Policy No:	ADM054
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Legislation Reference	MGA
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PURPOSE

To provide standard policy regarding the use of Mackenzie County issued fuel cards and Mackenzie County fuel.

POLICY STATEMENT

1. Statement:

Mackenzie County Council recognizes that in order for staff to carry out their duties, administration must have access to resources such as fuel. Mackenzie County Council wishes to establish a policy for fuel cards and access to Mackenzie County fuel to staff that requires fuel for work purposes.

Related Policies: ADM001 and ADM002

GUIDELINES

2. Definitions:

- a) "Fuel cards" – Mackenzie County issued fuel cards from various suppliers;
- b) "Mackenzie County fuel" – Fuel from tanks located at County shops and tanks designated for rural graders

3. Roles & Responsibility

- a) Mackenzie County employees shall have access to a fuel card or fuel key for shop fuel tanks if required to perform their duties as approved by the CAO or designate.
- b) Employees attending out of town courses related to their work may have access to a fuel card at the request of their supervisor.
- c) All employees using Mackenzie County fuel shall be required to keep accurate records and submit fuel sheets to the Finance department on a monthly basis.
- d) In the event that a fuel card is not available, an employee shall be reimbursed for fuel costs at the supervisor's discretion.

- e) Fuel card PIN information will not be shared with anyone.
- f) Fuel cards and Mackenzie County fuel may not be used for personal use.
- g) Non-adherence with the above clauses in this policy may result in disciplinary action by the appropriate authority.
- h) Employees approved to have a fuel card shall sign a Fuel Cardholder Agreement (Schedule A).
- i) Management shall be responsible for monitoring compliance with this policy.
- j) Chief Administrative Officer or Designate shall oversee compliance with this policy.

	Date	Resolution Number
Approved	2014-12-08	14-12-878
Amended		
Amended		

Schedule A

Fuel Cardholder Agreement

Requirements for use of the County issued Fuel Card:

1. The fuel card is to be used only to make purchases at the request of and for the legitimate business benefit of Mackenzie County.
2. The fuel card must be used in accordance with the provisions of the Fuel Usage Policy established by Mackenzie County, as attached hereto.
3. Fuel sheet must be filled out each time fuel is acquired and submitted on a monthly basis.

Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the fuel card will be required to reimburse the County for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Mackenzie County will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the fuel card or who violates the provisions of the cardholder agreement.

Fuel Card Vendor & Number: _____

Received by: _____
Name (Please Print)

Department: _____

CAO Signature: _____

I acknowledge receipt of the attached Fuel Usage Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

(Below, for Finance Department Use Only)

Fuel Card Returned

Authorized Signature: _____

Date: _____