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TITLE	Fuel Card Policy	ISSUE	1	DATE	08/08/2018
REF	HR-001 – Company Vehicle Policy	REVIEWED	O Cowan	APPROVED	N. Rowland



Fuel Card Policy

Overview:

This policy document sets out consistent, appropriate controls and guidelines on the use of Circle K fuel cards. It also outlines the procedures and guidelines that employees must follow when using a fuel card.

Purpose:

The card must only be used to refuel Churchfield Home Services Limited company vehicles.

- A card is provided to the driver of the vehicle and must not be used by another driver to purchase fuel or purchases in relation to another vehicle.
- The fuel card cannot be used for personal use and must only be used for work related journeys.
- The card cannot be used for any other vehicle-related services.
- A receipt must be obtained upon each transaction made – the receipt must state the vehicle registration and mileage.
- Receipts must be sent to our Accounts Department on a monthly basis for reconciliation with supplier invoice.
- It is the driver’s responsibility to take care of their fuel card.
- Please keep it securely in the vehicle ensuring that you do not store the PIN number along with it.
- If the fuel card is lost or stolen or the drivers suspects that it may be being used fraudulently, then this should be reported immediately to the Accounts Department at the earliest opportunity.
- Premium Facades reserves the right to, at any time, suspend or cancel the use of a fuel card.