

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	B300 – 2PR Fleet Purchase Card (under policy B300 Supply of Goods and Services)		
CROSS REFERENCE	C06 Counseling and Discipline		
REVISED			
Common Issues	VPSS	VPAR	VPAD
		June 9, 2014	

Purpose

Fleet purchase cards are issued by Purchasing for each College fleet vehicle and are identified by Olds College and the vehicle license number on the face of the card. These purchase cards are intended for fuel, oil, minor maintenance and roadside emergencies such as towing, flat tires, etc.

1. ELIGIBILITY

Any employee, student or College guest licensed and authorized to drive the fleet vehicle is permitted to use the fleet purchase card in accordance with its intended purpose and limitations.

2. LIMITATIONS

- a. Fleet purchase card transactions are restricted to operational costs associated to the vehicle that they were issued for. Use of these cards for other travel expenses such as hotel costs, meals and incidentals is prohibited. Fleet purchase cards cannot be used for routine or scheduled maintenance.
- b. Fleet purchase cards must never be used for personal purchases or in a manner that violates the Olds College policy.
- c. Fleet purchase cards cannot be used to obtain capital items or cash advances.

3. CARDHOLDER RESPONSIBILITIES

- a. The cardholder will be required to sign the charge slip as a normal credit card transaction. All original merchant and purchase card receipts must be turned in to Campus Facilities when the fleet vehicle is returned. Campus Facilities retains these original receipts for reconciliation with the monthly purchase card statement. Campus Facilities will arrange for the reconciliations and original receipts to be signed off in accordance with the Signing Authority policy.

- b. Cardholders are required to safeguard the purchase cards. In the event a fleet purchase card is lost or stolen the user of the card must immediately contact Purchasing to cancel the card and inform Campus Facilities of the cancellation. Campus Facilities will coordinate with Purchasing for the issuance of a new card. Information regarding toll free numbers for the purchase card bank is included in the documentation pouch for the fleet vehicle.

4. FINANCIAL ADMINISTRATION

- a. Purchasing department will coordinate with the bank issuing the purchase card to establish a preset financial limit for each card to meet both regular operational needs and minimize financial risk.
- b. Olds College reserves the right to cancel card privileges for users of any fleet vehicle at any time with reasonable cause.
- c. Misuse of Fleet Purchase Card privileges and non-compliance with this policy is considered a serious breach of contract and may result in disciplinary action being taken in accordance with *CO6 Counseling and Discipline Policy*.