



Policy Number: P2023-03	<b>FUEL CARD POLICY</b>	Date Approved: Date Effective:
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**PURPOSE:** To establish guidelines for the effective, appropriate and responsible use of the Wild Rose CO-OP Cardlock Fuel Cards.

**POLICY:** Business Use Only

**PROCEDURE:**

1. Wild Rose CO-OP offers municipalities fuel cards that can be utilized by employees for business use.
2. Eligible employees include permanent full-time and permanent part-time employees. Each employee that receives a fuel card is required to sign an agreement (APPENDIX S) for the use of the petroleum purchasing.

**IMPLEMENTATION**

1. The Village of Alliance supplies Wild Rose Co-op cardlock fuel cards to be used by employees primarily at the cardlock located in the Village of Alliance.
2. This policy shall be posted on the website.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**APPENDIX A**

**FUEL CARD USAGE AGREEMENT**

**The undersigned hereby agrees to the following arrangements:**

1. (Name) \_\_\_\_\_, for so long as he/ she is an employee of the Village of Alliance, will be permitted to utilize Wild Rose CO-OP Cardlock card for making the purchase of fuel for the Village equipment usage only, as per terms and condition of this agreement.
2. The Village of Alliance reserves the right to terminate purchasing privileges for all employees, at any time, at the employer' s sole discretion.
3. Employees are required to agree to all conditions and terms set out on the following page.
4. Fuel card #: Wild Rose CO-OP \_\_\_\_\_

**Terms and Conditions**

1. The Alliance Wild Rose CO-OP Cardlock is the primary location for the purchase of fuel.
2. Upon leaving employment with the Municipality, the cardlock card must be returned.
3. If the cardlock card is lost or stolen it must be reported immediately, the employee is responsible for all purchases processed on their card until such time that the card is cancelled.
4. The CAO makes all decisions regarding the petroleum product buying.

Signed and agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Employee Signature: \_\_\_\_\_

CAO Signature: \_\_\_\_\_