WHEREAS, Madison County provides a credit card for gas purchases for each vehicle owned by Madison County and used by County employees; and

WHEREAS, the Board of Commissioners must establish a policy for the use of these cards.

NOW THEREFORE, BE IT RESOLVED by the Madison County Board of Commissioners that the following Gas Card Policy becomes effective immediately:

1. Each vehicle owned by Madison County should have a Comdata gas credit card located in a convenient location. These cards are provided for gas purchases only and should be left in the vehicle it’s assigned to.

2. Employees needing to use a County vehicle will be given a pin number by the Commissioners’ Assistant that must be entered into the gas pump for each purchase.

3. The current mileage on the vehicle must also be entered at the pump.

4. The Commissioners’ Office will print invoices off the Comdata website showing all current charges for gas purchases for each department. These invoices should be coded and given to the Finance Office for payment.

5. When the cards are used properly, the monthly print out will show how much gas or fuel was purchased, the vehicle it was purchased for, and who purchased the fuel.

6. When the Comdata cards are used properly and because Madison County is a government agency that is exempt from paying Federal gas tax, this tax is automatically deducted from the total purchase price which is a substantial savings to Madison County.

7. If the gas pump the County employee is using does not prompt the employee for a pin number and the vehicle mileage, the invoice will show a miscellaneous purchase and the Federal gas tax will not be deducted. This means that pump does not have a current computer chip for this program. To get the full benefit of the card program, the employee shall discontinue use of that pump.

8. The Comdata card should always be used at the pump and not be taken inside a gas station and handed to the checker. The checker sometimes has the option to bypass the prompts for a pin number and vehicle mileage. This will also result in a miscellaneous purchase.

9. These gas cards are for County purchases only and shall never be used for personal items.

10. In the event a card is lost or stolen, or if there is indication that the card has been used inappropriately, please contact the Commissioners’ Office immediately so the card can be cancelled.

11. Unauthorized use of these gas cards could lead to disciplinary actions, up to and including termination in accordance with the Madison County Personnel Policy. Additionally, unauthorized use of the County gas cards could result in criminal prosecution.

APPROVED BY THE BOARD OF COMMISSIONERS THIS 13th DAY OF JANUARY, 2014.

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JAMES P. HART, CHAIRMAN

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DAN A. HAPPEL

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DAVID SCHULZ;
ATTEST: ________________
Peggy Kaatz Stemler
Clerk and Recorder