

**JOHNSON COUNTY COUMMUNITY COLLEGE
GASOLINE CREDIT CARD PROCEDURES**

When you pick up a vehicle from the WLB, it will have a full tank of gas. If more than a tank of gas will be used, the person driving the vehicle may check out a gasoline credit card from Financial Services, 152 GEB, Monday through Friday, 8:00 a.m. to 5:00 p.m.

The card must be returned to Financial Services, with all receipts, by the next business day following the use of a vehicle. Receipts for gasoline purchases must indicate the number of gallons purchased and the cost per gallon as well as the license number of the vehicle being refueled.

Authorized charges on gasoline credit cards are limited to the purchase of gasoline, oil and emergency repairs for college owned vehicles ONLY. The purchase of gasoline, etc. for privately owned or privately leased vehicles or the purchase of items other than gasoline, etc. is not allowed under any circumstances.

Unauthorized purchases will become the responsibility of the individual who checked out the card and immediate payment to the college will be required. In addition, unauthorized purchases will result in suspension of college gasoline credit card usage privileges and possible disciplinary action (see Personnel Policies, Section 415.08).

Undocumented charges will become the responsibility of the individual who checked out the card. When there is no documentation of charges, the individual who checked out the card will be expected to make payment to the college.

**JOHNSON COUNTY COUMMUNITY COLLEGE
GASOLINE PURCHASING CARD**

GASOLINE PURCHASING CARD NUMBER		
NAME	DATES OF TRAVEL (FROM-TO)	
DEPARTMENT	EXT.	DESTINATION
PURPOSE OF TRIP		
I certify and acknowledge receipt of the JCCC Gasoline Credit Card and agree to the terms and conditions for its use in accordance with JCCC travel policies and the above procedures.		
NAME	TITLE	DATE