**Purpose**
To establish a system of control in regard to the use of F&P credit cards (Phoenix) with University owned vehicles.

**Policy**
All Phoenix cards for university owned vehicles are placed in a holder above driver's sun visor for each vehicle.

**Procedure**
1. Each vehicle is assigned a card.
2. Each employee is assigned a separate pin number.

**Process**
A. enter pin number (enter)
B. insert card
C. enter mileage (enter)
D. enter pump number (1) (enter)
E. turn pump on

Gasoline, vehicle, user, and time and date are automatically entered into a computer database for control purposes.