# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

# FLEET OPERATIONS

GAS PUMP (PHOENIX)

PROCEDURE #F&P-4830-04

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| **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   * 1. insert card   2. enter pin number (enter)   3. enter mileage (enter)   4. turn pump on   Gasoline, vehicle, user, and time and date are automatically entered into a computer database for control purposes. |