# 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. |