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| FACILITIES, PLANNING & ENVIRONMENTAL SAFETYFLEET OPERATIONS **USE OF CREDIT CARDS WITH UNIVERSITY-OWNED VEHICLES**  **PROCEDURE #F&P-00x** |
| **PURPOSE**  To establish a system of control in regard to the use of credit cards with University-  owned vehicles. |
| **POLICY**  All credit cards for University-owned vehicles (except the card issued specifically for use  with the vehicle assigned to the University President) will be held in the Motor Pool to be  issued as required. |
| **PROCEDURE**   * 1. Upon assignment of a vehicle for long distance travel, the traveler will be issued an appropriate credit card for use with the vehicle assigned. “Copies of signed receipts for all purchases charged to the credit card must be kept in the envelope provided when the vehicle is picked up.   2. Upon return of the vehicle, the credit card and the receipts along with the vehicle keys must be placed in the envelope and turned in to the Motor Pool or, if after working hours, they may be left with the officer at the desk of the University   Police. |