

	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.02.06
		SUPERSEDES (Policy No. & Date): 493.02.06 of September 4, 1985	
SUBJECT: CREDIT CARDS, OIL COMPANY		Page 1 of 2	

1.0 PURPOSE

To establish guidelines for credit card use for the purchase of gasoline.

2.0 SCOPE

This policy applies to all branch facilities.

3.0 REFERENCES, DEFINITIONS & FORMS

None

4.0 POLICY

- .1 The use of credit cards in making State purchases is not a standard fiscal procedure. However, an exception to the fiscal procedures is permissible in emergency situations when the use of State vehicles and the need to purchase gasoline is necessary.
- .2 The branches of the Corrections Division are herein authorized to make applications for gasoline credit cards. In making such an application, include a completed exemption certification for Federal excise taxes.
- .3 The receipts for gasoline purchased by credit card must be filled in properly and turned in to the branch Business Office within 24 hours.
 - a. A purchase order or a requisition for a purchase order, whichever is appropriate shall be initiated immediately upon issuance of the credit card and said purchase order or requisition must show the estimated cost for control purposes.
 - b. Since credit card purchases are billed by the oil company, purchase orders shall be made out to the oil company and not to the service station.
- .4 Absolute control of credit cards must be maintained. Any loss of such a card shall be reported to the branch Business Office and the respective oil company immediately.

5.0 PROCEDURE

NOT CONFIDENTIAL

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N/A

APPROVAL RECOMMENDED:

Smily JAN 0 1 2024
Deputy Director for Corrections Date

APPROVED:

26 JAN 0 1 2024
DIRECTOR Date

NOT CONFIDENTIAL