



## LINFIELD UNIVERSITY FLEET FUEL - CREDIT CARD POLICY

The issuance of a University fleet fuel credit card is limited to individuals whose job duties require travel and the possession and use of a Linfield University vehicle or departments that have a Linfield University vehicle(s), as determined by the area Vice President and the Vice President for Finance & Administration. Linfield University is liable to the issuing company of the fleet fuel cards, and for all credit extended on accounts per the corporate card agreement. Individual employees are not liable to the to the issuing company of the fleet fuel cards for the charges, however, employees are liable to the University for any misappropriation of University funds on the card.

Requests for a University fleet fuel card must be submitted on the [Credit Card Application/Change Request Form](#). Approval is required by immediate supervisor and Divisional Vice President, and be submitted to the Controller/Accounting Office (Campus PO unit A512) for review and approval by the CFO.

Each employee who is issued a University fleet fuel card must adhere to all terms of the "Employee Credit Card Agreement," (see Attachment 1.)

1. University fleet fuel credit cards are for the benefit of an employee or department University vehicle operations and the primary purpose is for fueling the vehicles or vehicle repairs needed while traveling on company business.
2. If the card is lost or stolen, the cardholder must immediately notify the Accounting office at (503) 883-2608, and a written notice must be sent to the Accounting office by email at [creditcardsupport@linfield.edu](mailto:creditcardsupport@linfield.edu).
3. Receipts are to be turned in to the employee's.
4. It is the responsibility of the supervisor to review for accuracy the detail of fleet fuel credit card charges posted to their budgets. Discrepancies should be reported immediately to Accounts Payable.
5. The cardholder should contact the Accounts Payable office at [creditcardsupport@linfield.edu](mailto:creditcardsupport@linfield.edu) with questions about payments or unfamiliar activity on the account and also clearly note disputed charges on the reports.
6. It is the responsibility of the supervisor to retrieve University fleet fuel card(s) from an individual in his/her department upon termination of employment or transfer to another department. The card should be delivered to the Accounting/Controller Office immediately if not turned in to the HR office by the employee.
7. Requests for temporary or permanent credit limit increases must be submitted on the "Credit Card Application/Change Request" form with sufficient justification and supervisor's and Division VP for approval. Approved requests should be forwarded to the Accounting/Controller Office (Campus PO unit A512). Credit increases require final approval by the Vice President for Finance & Administration/CFO.

8. Failure to adhere to this Policy and the Employee Credit Card Agreement may result in revocation of privileges and/or disciplinary action up to and including immediate termination of employment. Any questions or concerns regarding card use and policy should be directed to the Accounting/Controller Office at [creditcardsupport@linfield.edu](mailto:creditcardsupport@linfield.edu).

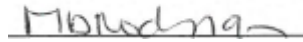
**(Internal)**

This policy is hereby approved and is effective immediately and supersedes all previous editions.

Date Issued: 6/2/17

Date Last Revised: 8/26/20

Responsible Executive: Vice President for Finance & Administration/CFO  
Responsible Office: Accounting/Controller



Vice President for Finance & Administration/CFO

Date 8/26/2020



## **Attachment 1: LINFIELD UNIVERSITY FLEET FUEL – CREDIT CARD EMPLOYEE AGREEMENT**

Accepting the University fleet fuel credit card represents the University's trust in you. You are obligated as a responsible agent to safeguard the University's assets. Your signature below confirms your agreement to fully comply with all of the following responsibilities as well as the Linfield University Fleet Fuel Credit Card Policy and also acknowledges receipt of the card number listed at the bottom of this page.

1. I agree that the card is for Linfield University approved purchases only, not for cash advances, and not for personal purchases.
2. Improper use of this card constitutes misappropriation of University funds. This may result in revocation of card privileges and/or disciplinary action up to and including termination of employment. Any questions or concerns regarding card use and policy should be directed to [creditcardsupport@linfield.edu](mailto:creditcardsupport@linfield.edu).
3. If the card is lost or stolen, I will immediately notify the Accounting/Controller's office at (503) 883-2608. I will confirm the telephone call by email to [creditcardsupport@linfield.edu](mailto:creditcardsupport@linfield.edu).
4. I agree to immediately surrender the card upon termination of employment under any circumstance (whether retirement, voluntary, or involuntary).
5. The card is issued to the department and should only be used by me, or by department authorized individuals. I am responsible for all charges against the card and should take the same care in protecting the card as I would for any credit card held in my name. Credit card statements or any other documentation containing the credit card number should be maintained in a secure location to guard against potential credit card fraud.
6. I understand that all charges will be billed directly to and paid directly by the University. The credit card company cannot accept any monies from me or my department directly; therefore any personal charges billed to the University on the card will be considered misappropriation of University funds and must be paid to the University immediately.
7. As the card is University property, I understand that I may be periodically required to comply with internal control procedures designed to protect the University's assets. This may include being asked to produce the card to validate its existence and account number.
8. I agree to submit receipts for all charges on the card to my supervisor by the end of each month.
9. I agree to contact the Accounts Payable office at [creditcardsupport@linfield.edu](mailto:creditcardsupport@linfield.edu) with questions about payments or unfamiliar activity on the account and also clearly note disputed charges on my reports.
10. All charges made against the card are automatically assigned to the department cost center specified by management. Delinquency or late fees may be charged against the individual card holder or his/her department.

11. I understand that the card is not provided to all employees or departments and that credit/spending limits on the card may be changed (including decreases or temporary increases) at management's discretion. I agree that the card may be revoked at any time for any reason, and that the card is not an entitlement nor reflective of title or position.
12. If planning to travel in other areas of the USA, I agree to notify the US Bank VISA department at (800)344-5696 and to email [creditcardsupport@linfield.edu](mailto:creditcardsupport@linfield.edu) .

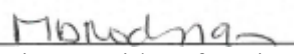
Employee Name	Last 4 Digits	Valid Thru
Employee Signature	Date	

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