



PROFESSIONAL CONSTRUCTORS

FUEL CARD POLICY

Purpose

The purpose of this policy is to provide a clear guideline to all employees using an Acres Fuel Card.

Scope

This policy applies to all Acres employees who are eligible for an Acres Fuel Card.

Employees in receipt of a Company Vehicle and individuals on a project by project basis, are eligible for an Acres Fuel Card

Policy

Acres Fuel Cards will be made available to eligible employees required to travel on Company business, providing a convenient way to pay for business fuel. Use of the Acres fuel card is extended to eligible employees as a privilege and should not be considered an employee right.

Appropriate Use

Charges to the Acres Fuel Card are permitted solely for fuel of company vehicles on company business. Use of the card for personal or other is strictly prohibited. If a non-business expense is unintentionally charged to an Acres Fuel Card, advise Accounts Payable immediately so that corrective action can be initiated. Misuse of the card will result in revocation of card privileges and/or progressive disciplinary action up to and including termination of employment. Employees should expect that charges are subject to Company scrutiny and prohibited charges will be subject to employee re-payment or payroll deduction.

Gas Card Fuel Forms (DocID ACC.015) must be completed and submitted together with fuel slips to Accounts Payable by the:

- 4th of each month for Acres Enterprises
- 10th of the month for Acres Construction

for reconciliation against fuel invoices. Tidy tanks are fitted with gauges to track the fuel to each piece of equipment being filled. When filling equipment from the tidy tank, amount and unit number must be recorded on the fuel form. If slips and completed forms are not received by cutoff for all charges, the non-reconciled amount will be assumed personal for employee re-payment or payroll deduction. It is the responsibility of the employee to ensure all charges are reconciled.

If an employee has an issue using their fuel card, they should use personal means to procure fuel and process the expense through Accounting with the Personal and Credit Card Expense Form (DocID ACC.016).

Security

Under no circumstances is the PIN to be stored on the card itself.

Lost, Stolen or Damaged Card

Lost or stolen cards must be reported as soon as the card is discovered missing. Once the card is reported lost or stolen, the employee is protected from unauthorized charges.

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To report a lost, stolen or damaged card and to have a replacement card ordered, contact Accounts Payable (ap@acresenterprises.com or 250-372-7456).

Termination of Employment

On termination of employment, the employee must return their Fuel Card and an up-to-date Gas Card Fuel Form to their Supervisor.

Any questionable or un-accounted for charges on termination will be subject to employee re-payment or payroll deduction.

ACRES FUEL CARD ACKNOWLEDGEMENT and AGREEMENT

All Acres employees who are in receipt of an Acres Fuel Card must sign a copy of the Acres Fuel Card Acknowledgement and Agreement.

The original signed copy will be stored by Human Resources with a copy of the signed document provided to both the employee and Accounts Payable.

I have read and understand the Acres Fuel Card Policy and agree to follow the provisions therein. I am in receipt of Card Number:

_____	_____	_____
Date	Employee Name	Employee Signature

NOTES: _____

