

Policy Name	Fuel Cards
Policy Type	Finance
Policy Number	FIN11
Version	2
Approval Date	January 2019
Renewal Date	January 2022



Policy Number **FIN11**

Policy Name **Fuel Cards**

SUMMARY

Use of fuel cards obtained through a contracted supplier provides West Daly Regional Council with a convenient method for purchasing fuels and oils.

POLICY STATEMENT

- Fuel cards may be issued on a permanent basis under controlled conditions.
- Fuel card users must retain all receipts, invoices and other documentation relating to each transaction.
- Fuel card holders must reconcile their card usage statement by attaching receipts and any explanations on a monthly basis. In the event that a particular purchase cannot be verified by a receipt, invoice or other commercial document, the card holder will provide a Statutory Declaration with all the relevant details. Reconciliations will be vetted by the Administration Department.
- Council fuel cards are limited to purchase fuels and oils only for Council owned and operated vehicles, plant and machinery.
- Fuel card purchases cannot be for private use or for supplies for a private motor vehicle.
- Any Council employee who considers they need a fuel card should make application to their Community Services Manager. Only the Administration Department can order new fuel cards with the approval of the Community Services Manager. Approved applications will be sent to the fuel supplier seeking a new or replacement card. The Administration Department will then forward the card to the Community Services Manager.

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574

- Any Council fuel card that is damaged, stolen or lost must be immediately reported to their Community Services Manager who must advise the Administration Department.
- The card holder will keep the card secure at all times and not permit usage by any other person.
- The fuel card must be returned to the Community Services Manager when the card holder leaves the employment of the Council for any reason.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Act

FURTHER INFORMATION:

Chief Executive Officer

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