



Te Aroha College Fuel Card Policy

Te Aroha College provides fuel cards to facilitate authorised fuel expenses for school-related activities. This policy outlines the appropriate use, responsibilities, and procedures to ensure that fuel card expenses directly support college operations.

Policy Guidelines

1. Issuance and Authorised Use

- Fuel cards will be issued under the college's name and assigned to specific college vehicles and approved purposes.
- Fuel cards must be used only for school-related fuel and oil purchases. Personal use is strictly prohibited.
- Each card user will receive a copy of this policy and must sign an acknowledgment of understanding and compliance before using the fuel card.

2. Procedures for Fuel Card Use

- **Permitted Expenses:** The fuel card may only be used to cover actual and reasonable fuel and oil expenses incurred during school business or other approved uses as outlined in the college budget.
- **Documentation:** Each transaction must have a detailed receipt confirming the expense was for college purposes.
- **Expense Authorization:** Fuel card expenses require one-up authorization. For example, the Principal should approve expenses made by other staff, and the Board should approve any use by the Principal beyond budgeted limits.
- **Limits:** Cardholders may only spend up to the assigned card limit, and any increase requires prior approval from the Board.

3. Responsibilities of Cardholders

- Only the assigned individual may use the fuel card. Cardholders must protect the card's PIN and ensure it is not shared.
- Cardholders must report any lost or stolen fuel cards immediately to both the college and the fuel card provider.
- Upon ending employment with the college or upon request by the Board, cardholders must return the fuel card.

4. Discretionary Benefits

- Any rewards or benefits (e.g., loyalty points) associated with fuel card use must only benefit the college and may not be used for personal gain.

Policy Review and Approval

This policy will be reviewed regularly to ensure alignment with best practices and college needs. The Principal is responsible for ensuring all relevant staff are familiar with this policy.

Acknowledgment of Understanding

All prospective fuel cardholders must sign a statement acknowledging that they have read and understood this policy and agree to adhere to its guidelines.

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Reviewed and ratified	27/11/24
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