

**CCEMS  
OPERATIONS POLICY 100-09  
FUEL PURCHASES**

**I. PURPOSE**

- 1.1 To allow for standardized procedures and accurate accounting when fueling CCEMS vehicles.
- 1.2 To protect the County from unauthorized expenditures.

**II. POLICY**

- 2.1 All routine fuel purchases in Coshocton County will be from Hahn's.
- 2.2 One (1) Hahn Oil fuel credit card will be issued to each Full-time CCEMS employee and some Part-time employees fuel CCEMS vehicles and equipment at Hahn Oil.
  - 2.2.1 Employees will be asked to acknowledge receipt of their Hahn credit card and expected to safeguard it from unauthorized use.
  - 2.2.2 In the event that a Hahn credit card becomes lost, stolen or damaged, the employee will immediately notify CCEMS Administration
  - 2.2.3 Employees will not request replacement cards from Hahn Oil staff.
  - 2.2.4 Employees will be expected to have their Hahn credit card with them while at work.
  - 2.2.5 Hahn fuel credit cards are the sole property of the Coshocton County Commissioners for CCEMS use only, and must be returned to CCEMS if there is a separation in employment.
- 2.3 Fuel purchases will be tracked using fuel receipts. Once fuel is received you must go inside Hahn's to present your credit card to the Cashier for the purchase.
  - 2.3.1 Employees must verify that the gallons and type of fuel on the receipt matches the correct gallons and type of fuel that was pumped.
  - 2.3.2 The receipt must be signed by the CCEMS employee who was issued the credit card.
  - 2.3.3 Do not sign a receipt using someone else's credit card.
  - 2.3.4 The receipt must contain the truck number for which fuel was purchased.
  - 2.3.5 The receipt must contain current vehicle mileage at time of fuel purchase.
  - 2.3.6 The receipt must be placed in the secure filing cabinet located at CCEMS Station #2 on Chestnut Street in Coshocton, or in the secured boxes at station 1 or 3.
- 2.4 The Accounting Clerk will make certain all cards are valid and obtain additional cards as necessary.
- 2.5 The Accounting Clerk will keep a record of all fuel purchases and receipts and reconcile the receipts to the monthly statement from Hahn's.

- 2.6 Hahn fuel credit cards are primarily for purchasing fuel for CCEMS vehicles and equipment.
  - 2.6.1 Fuel cards are not to be used to purchase anything at Hahn's other than fuel without the prior authorization of the Director or Shift Supervisor.
  - 2.6.2 Under specific circumstances, the Director or Shift Supervisor can authorize the Hahn's fuel credit card to be utilized to assist Mutual Aid departments.
- 2.7 Employees are strictly forbidden from using the fuel credit card to obtain fuel or supplies for their own personal use.

Director: Todd A. Shroyer

Revised: 1-19-16