



TOWN POLICY

ADMINISTRATION POLICY: **UFA Fuel Link Card Policy**

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-165

EFFECTIVE DATE: November 6, 2023

SUPERSEDES: New

UPDATED: November 6, 2023

UP FOR REVIEW: November 6, 2028

Policy Statement:

The Town of Cardston recognizes that control procedures must be exercised over the use of Town related cards.

The purpose of this policy is to:

Establish authorities and accountabilities for issuing and use of UFA Fuel Link Cards by Town of Cardston full time staff.

Responsibilities and Procedures

The Chief Administrative Officer (CAO) or designated officer is authorized to obtain UFA Fuel Link Cards for full-time Town of Cardston staff or current Councillors.

The Fuel Link Cards will allow the full-time staff to receive the Town's discount on fuel they purchase at UFA. This does not authorize the staff to charge personal fuel to the Town's UFA account.

Each approved staff member may receive up to two Fuel Link Cards. These cards are only to be used for their personal use and the use of their immediate family.

Prior to being issued a UFA Fuel Link Card, all cardholders shall sign the attached UFA Fuel Link Cardholder Agreement.

Lost or stolen Fuel Link Cards shall be reported immediately to the CAO or designated officer.





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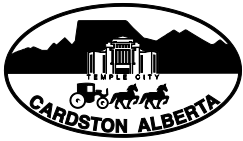
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REVISION HISTORY

Date	Description
	New Policy

APPROVAL: Jeff Shaw **DATE: November 6th, 2023**.....
Chief Administrative Officer, Jeff Shaw (signed copy kept in CAO policy binder)





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Town of Cardston UFA Fuel Link Cardholder Agreement

I, _____, hereby acknowledge receipt of a Town of Cardston UFA Fuel Link Card(s).

As a cardholder, I agree to comply with the terms and conditions of the UFA Fuel Link Card policy and this agreement.

I understand that the card is not to be used to charge the Town's account for personal purchases. The Town shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

As a holder of this Town card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the CAO or designated officer, upon demand, during the period of my employment. I further agree to return the card(s) upon termination of employment or term of Council.

SIGNATURE: _____

DATE: _____

WITNESS: _____



