



# Policy and Procedure Manual

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**Policy Name:** Use of Company Fuel Card  
**Policy Number:** MBAADM 003  
**Policy Date:** 20 February 2014

## Purpose of the Policy

This policy provides guidelines for the use of company fuel cards.

## Procedures

From time to time in the performing of duties either as a volunteer or as a paid employee it may be necessary for you to use a fuel card to refuel a company or private vehicle. The club currently uses BP fuel cards.

- Use of a MSLSC fuel card must be approved by a member of the Executive, the General Manager or the Financial Controller and be used for club purposes only.
- "Pool" fuel cards will be kept in the safe of the Mooloolaba Surf Life Saving Supporters Club.
- Volunteers or staff requiring a fuel card should contact the Duty Manager through the Supporters Club reception.
- The Duty Manager will locate the card and ask you to sign the card out in the fuel card log.
- When using the fuel card simply present the card at the counter of the selected BP Petrol Station.
- When asked swipe the card and enter the PIN which should be written on a slip of paper with the card. If for some reason the PIN is not available it can be obtained from Anthony Johnston on 0403 854 815.
- Once finished the card should be returned to the Duty Manager of the Supporters Club via the Supporters Club reception.