Effective Date: October 1, 2013
Applies To: Bluegrass Community & Technical College
Procedure Responsibility: BCTC Finance & Operations

Fuel Receipts and Mileage Records (Logs)

Section 1 – General
Section 2 – Requirements

Section 1 – General

BCTC as a public entity requires trust and confidence in the stewardship of the resources and assets bestowed it. In keeping with this trust, BCTC must maintain proper documentation for fuel purchases.

BCTCs Finance & Operations Department will maintain fuel receipts and mileage records (logs) for BCTC owned vehicles and Commonwealth of Kentucky owned fleet vehicles in the Purchasing Department.

Section 2 – Requirements

A. A fuel receipt must be provided to the Purchasing Department for all fuel purchased using a Voyager Card (for BCTC owned vehicles) or a Fleet Card (for Commonwealth of Kentucky owned vehicles).
   a. Fuel receipts should be provided by the 15th of each month for reconciliation purposes.
   b. Fuel receipts may be dropped off at the Leestown Cashier's Office (attention of Kim Dennis) or sent via Campus Mail (attention Kim Dennis).
   c. In the event that a fuel receipt is lost or misplaced, the employee who lost the receipt should complete an "Affadavit for Lost Receipt" and provide to the Purchasing Department.

B. Mileage logs must be provided to the Purchasing Department by the 15th of each month.

C. See attached listing for employees responsible for providing fuel receipts and mileage logs as of 10/1/13.

Fuel Receipts and Mileage Logs

Section 2 – Requirements (continued)

Employees responsible for providing fuel receipts and mileage logs by Campus, as of 10/1/13:

Voyager Vehicles – Fuel Receipts and Mileage Logs	
M&O Vehicles	M&O Supervisor
Cooper Vans	Cashier Supervisor
Winchester	Campus Assistant
Danville	Campus Assistant
Lawrenceburg	Campus Assistant
Newtown Van	VP Regional Campuses and Outreach

Fleet Vehicles – Fuel Receipts and Mileage Logs	
M&O Trucks	M&O Supervisor
Ford Focus	Workforce Administrative Assistant
Danville	Campus Assistant
Lawrenceburg	Campus Assistant