

**SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER**  
**VEHICLE FUEL CREDIT CARDS**

**I. PROCEDURES**

Consumers are not to be left on vans/vehicles unattended at any time for any reason. Purchase, pay and get the receipt for gas at the pump location.

A. Obtaining and storing credit cards:

1. When not in use, cards are to be locked up at all times.
2. Credit cards will be signed out when needed and returned on the same day.
3. Credit cards can be used to purchase fuel only. Requisition all other van or vehicle supplies.

Cards can be signed out for use in these areas for the following locations.

A. **PRINCETON CLINIC**

1. ADS Vans – Director of Support Services office
3. Legends – Coordinator’s office

B. **RESIDENTIAL SITES**

1. Bluefield Sites – Shenandoah Group Home
2. Princeton Sites – Director of Support Services office

C. **MULLENS CLINIC**

ADS vehicles – Records Room

All drivers must be responsible for ensuring that vehicle tanks are full. Tanks should not be allowed to fall below the ½ full mark. All ADS fuel purchases are to be made immediately following the a.m. van run.

## **II. RECEIPTS**

- A. After purchase of fuel, the receipt must be turned in with the credit card and the receipt must have the following information.
1. The RU number
  2. Vehicle number
  3. Printed name of person that purchased the fuel