

## 10.5 Gasoline Credit Cards

### Purpose of Credit Cards

The Department of Finance will make available a Province of Nova Scotia Gasoline Credit Card for the use of government departments. These cards are issued to departments for the purchase of fuel, lubricating products, and the payment of small emergency repairs to vehicles that are owned or leased by the Province of Nova Scotia. Vehicles being serviced must be identifiable as being registered to or leased by the Province of Nova Scotia.

Departments are responsible for the use of cards and for the authorization of subsequent payments of any charges.

### Requisitioning Cards

On receipt of a completed Gasoline Credit Card Advice/Request, authorized by the department head or delegate, the Department of Finance, Payment of Accounts section will issue a card for the department's official use. Each credit card will have an expiry date, different from department to department, but the same within the department. The number on each credit card will be assigned by the Department of Finance, Payment of Accounts section.

### Guidelines for Use of Cards

In order to ensure control over these cards, the following guidelines must be followed:

- Personnel making credit card purchases must ensure that the following appear on the invoice:
  - date of purchase
  - vehicle's licence number
  - purchaser's signature
  - quantity of purchase
  - nature of any repairs
- Cards may be used only within the province of Nova Scotia.
- Harmonized Sales Tax and GST should not be included on invoices for labour, parts, oil, etc.

- Cards will be issued in the name of the user department and normally will include the vehicle licence number for which the card is issued. In unusual circumstances, the name of the individual responsible for the card may be substituted for the vehicle licence number.
- All cards are issued for a two-year term, but have an expiry date that differs from department to department, but is consistent for all cards issued to a department. Thirty working days before the expiry date, departments must supply the Department of Finance with a list of present cards and the number of new cards required. New cards will then be issued to departments before the expiry date. Once new cards have been received, the old cards must be returned to the Department of Finance.
- Each user department is responsible for immediately reporting any lost or stolen cards to the Payment of Accounts section at the Department of Finance. If a card reported lost or stolen is recovered, it should not be used but returned promptly to the Department of Finance, as oil companies will be informed of all lost or stolen cards.
- Upon receipt of a completed Gasoline Credit Card Advice/Request, a replacement card will be issued. Explanation of the reasons a replacement is needed will be given.
- Cards that are to be cancelled must be returned to the Department of Finance.
- The Department of Finance has the authority to recall or cancel any card at any time.

### **List of Authorized Signatures**

User departments should maintain a log of authorized employees for each card issued. The authorized person's name should be followed by a specimen signature.

### **Accountability**

Vendors will forward monthly statements of credit card usage directly to the user department. The user department is responsible for verifying the charges and matching them to the receipt of purchase. It must be pointed out that departments are responsible for all charges against their credit cards.

**Enquiries**

Department of Finance

(902) 424-6626

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