

Hinesburg Fire Department

Fuel Card Policy

3/10/2013

The purpose of this policy is to ensure that the fuel cards issued by the Town of Hinesburg to the Hinesburg Fire Department are used solely for their intended use, that being fueling town fire department apparatus. Furthermore all purchases shall be made by an authorized member of the department. A fuel receipt shall be placed in the Chief's mail box at the fire station after each purchase. A monthly review by the chief shall be made to ensure the receipts and the monthly statements are reconciled and correct. Any discrepancies shall be noted and brought to the attention of the town administrator for corrective action if deemed necessary by the Fire Chief.