



PTC Gas Card Training

Expectations and how to use a PTC Gas Card

What You Will Learn

- Expectations
- Gas Card Location
- How to Purchasing Gas
- Expense Reporting
- Important Information



Expectations

When Using a PTC Gas Card



Expectations

1. The PTC Gas Card provided to me by Pathways to Community is intended **solely** for the purpose of **purchasing fuel** for authorized site/maintenance **company vehicles**.
2. I understand that using the PTC Gas Card for personal purposes is **strictly prohibited**.
3. I will use the PTC Gas Card **exclusively** to purchase gasoline or diesel fuel for **company vehicles**.



Expectations

4. The PTC Gas Card is only to be used at participating locations (**each PTC site will have a list of relevant participating locations in the lockbox with the gas card**). I will only purchase fuel from reputable and approved gas stations that accept the PTC Gas Card.
5. I will **immediately report** the loss or theft of the PTC Gas Card to my direct supervisor. Until the card is reported lost or stolen, I am **responsible for all transactions made using the card**.



Expectations

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6. I **will not** use the company gas card for any unauthorized purchases, including but not limited to non-fuel items such as snacks, beverages, personal items, or other services.
 7. I **will not** lend, share, or transfer the PTC Gas Card, my authorized employee number or vehicle number to any other staff or individual **for any reason**.

Expectations

8. I understand that any misuse, unauthorized transactions, or violations of this agreement may result in disciplinary action, up to and including **termination of employment, and possible legal consequences.**
9. I will **keep** all gas receipts for company vehicle fuel purchases and **submit** them as required by the company's expense reimbursement policies.
10. I understand that it is **my responsibility** to review and familiarize myself with this Gas Card Usage Agreement.



Expectations

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11. I understand that if my position within PTC changes, this policy and agreement **may no longer apply to me**, as I may no longer have access to the PTC Gas Cards.
 12. I also acknowledge that the company **reserves the right** to update or modify this agreement at any time, and it is **my responsibility** to stay informed about any changes.

PTC Gas Card Usage Agreement



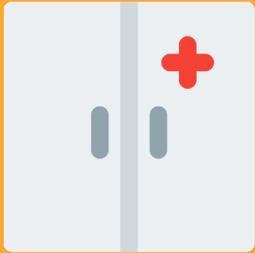
If you have not yet signed the Gas Card Usage Agreement form, please contact your direct supervisor. **You will not be allowed to use a PTC Gas Card until this document is signed.**

This document states the previous listed expectations and the consequences for failure to comply with the usage agreement.

Gas Card Location



Location



1. PTC Gas Cards are kept inside of the med cabinet in a lockbox at each house.
2. When gas needs to be purchased, an approved staff member will take the card from the lock box and use it to pay for gas.
3. As soon as the staff returns from the gas station, the PTC Gas Card **must** go directly back into the lockbox where it is stored.

Purchasing Gas



1

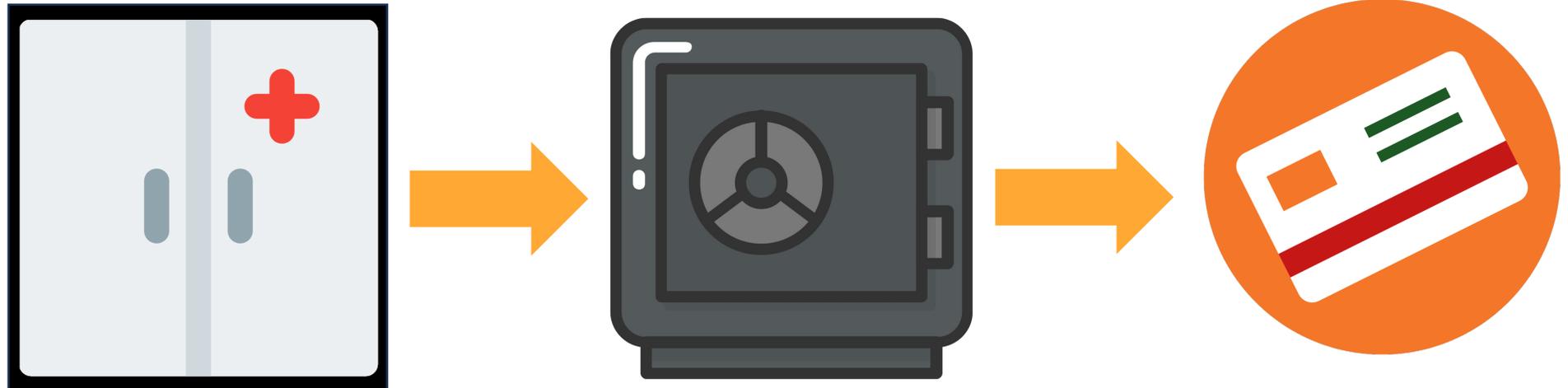
Only approved staff may use the PTC Gas Cards.

- **Approved staff:**
 - Crisis Site Supervisors
 - Crisis Site Managers
 - Crisis General Manager
 - Crisis Director



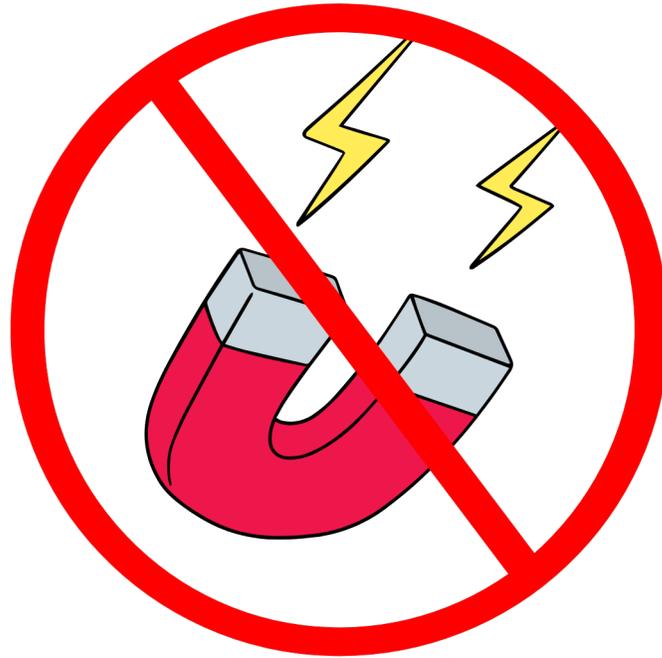
2

Take the PTC Gas Card from the **lockbox** in the med cabinet and bring it with you to the gas station.



3

Please ensure that the PTC Gas Card is **never** near any magnets or other Credit/Debit cards.



4

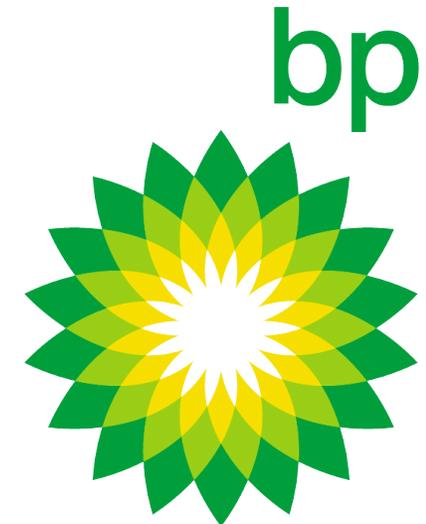
Ensure the label on the card matches the license plate of the car for which you are buying gas (XXX-000).



The card will be declined if these numbers do not match.

5

Drive to a participating location.



(A list of participating gas stations is in the lockbox with the PTC Gas Card)

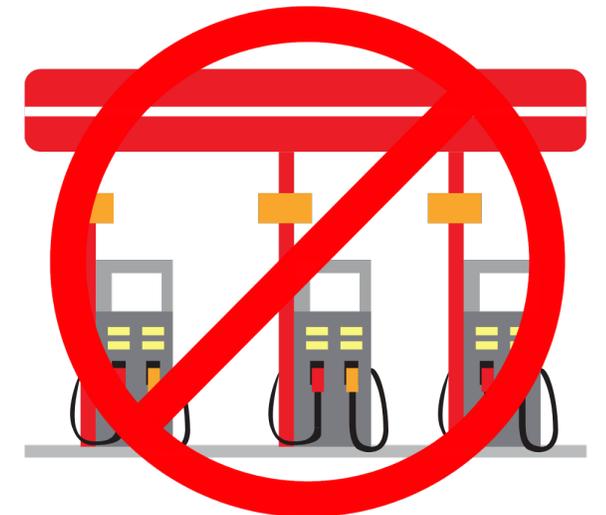
6

Fill the vehicle with the appropriate type of gas.



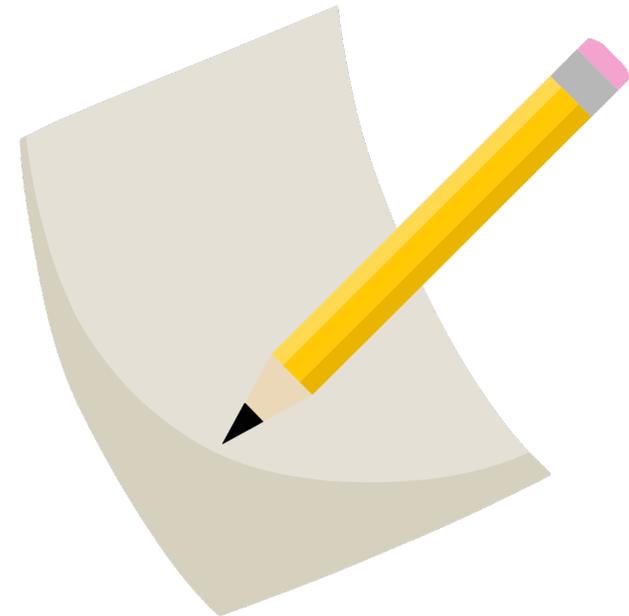
7

Enter the gas station and pay inside as the PTC Gas Card will not work at the pump.



8

Record the current odometer reading as you will need it to pay with the PTC Gas Card.



9

When paying, you will be prompted to enter the **Driver ID Number** and the **odometer reading**.

10

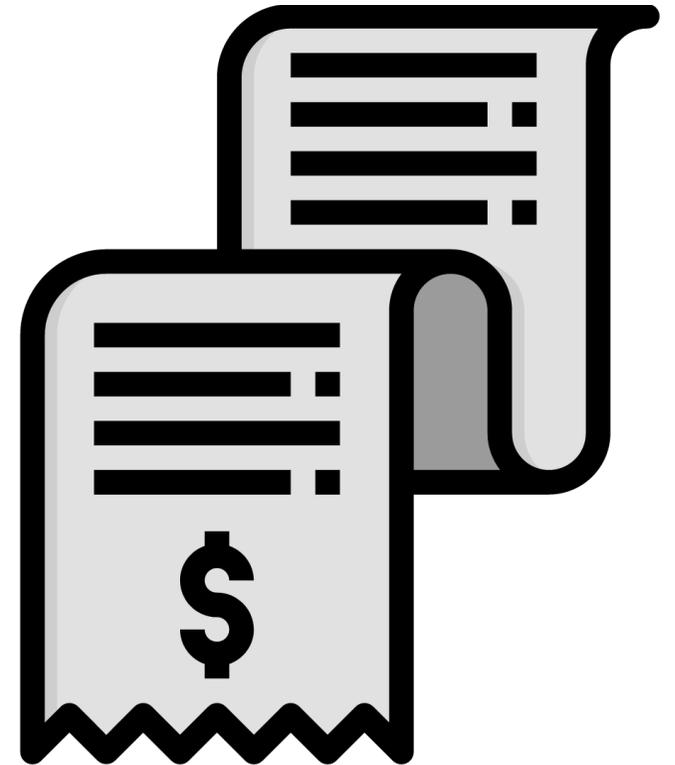
Enter the appropriate information into the payment terminal.



11

Make sure you take a
**physical copy of the
receipt.**

IMPORTANT



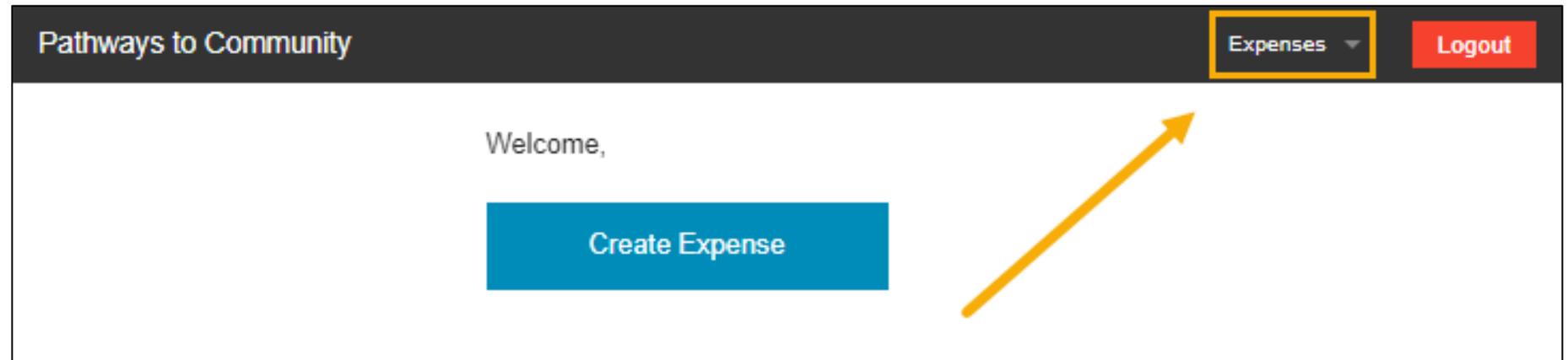
Gas Card

Expense Reporting



Reporting a Gas Expense

Once you have returned from the gas station, use the Expense Reporting Application on the PTC website to report the expense.



Reporting a Gas Expense

To report a PTC Gas Card purchase, follow the same steps used to complete Expense Reports using the PTC Expense Reporting Application, with the following additions.

Payment Type: Gas Station Card

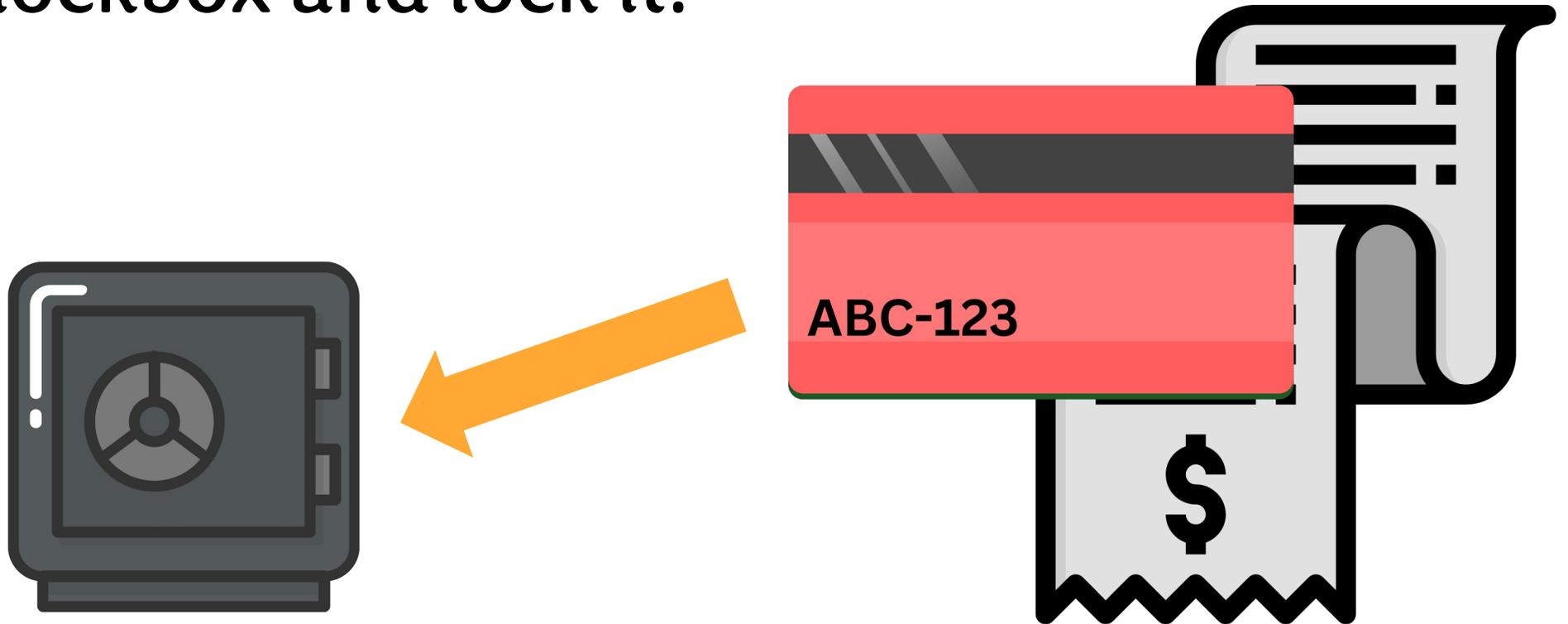
Fund Source: Gas

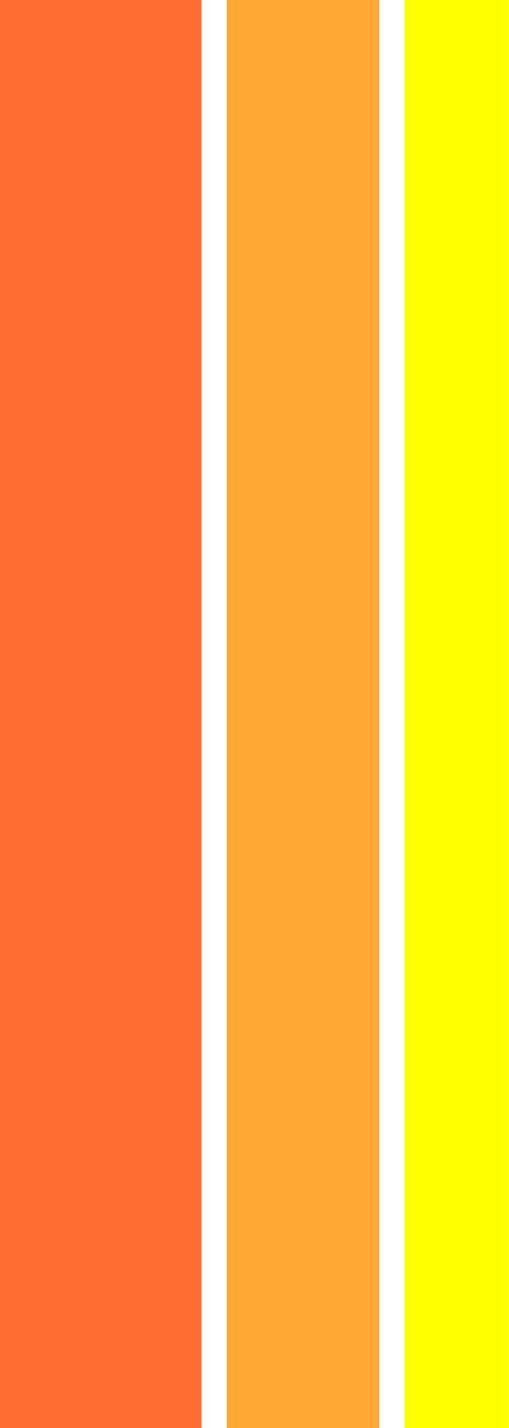
Expense Category: Gas (Not Fuel)

Car Number: License Plate Number

Reporting a Gas Expense

Once the expense has been reported, place the PTC Gas Card and the receipt back in the lockbox and lock it.



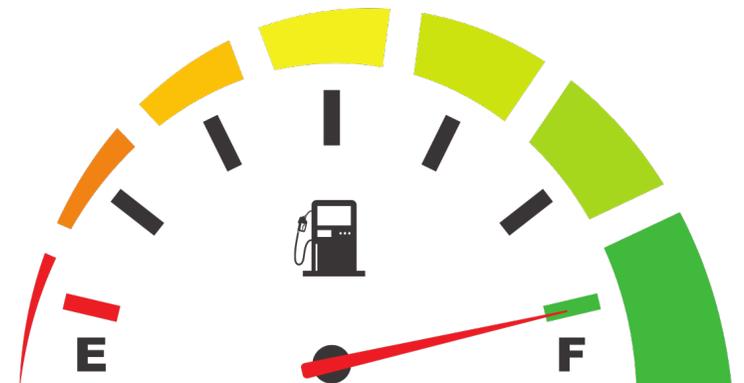


**Important
Information**

- **Never** place the PTC Gas Card near any magnets or other credit/debit cards.



- PTC Company Vehicle gas tanks should **never** be less than $\frac{1}{4}$ full.



- If the label on the card does not match the PTC company car license plate number, please reach out to:



Amber Anderson

ambera@pathwaystocommunity.com

- You may **NOT** purchase anything other than gas with the PTC Gas Card



- You may only make **one** purchase per day



- If you have any issues with the PTC Gas Card (lost, stolen, damaged etc.) please notify Leah Stasieluk immediately.



Leah Stasieluk

leah.stasieluk@pathwaystocommunity.com