

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Administration Services-Human
Resource Management

Policy Number: HHS-ADM-HRM 3153

Policy Title: Fuel Charging

Attachments: HHS Gas Charge Policy

Revision History: New policy

Revised by/Date: H. Hunter/M. Beaulieu, August 2019

Approved by:

Date:

Jan Manary, Executive Director of HHS

Approved by:

Date:

Nicole Anderson, Commissioner of HHS

11-18-2019

POLICY STATEMENT: Mille Lacs Band Health and Human Services (HHS) employees, when needing to fill an HHS vehicle with fuel, may charge fuel at approved fuel stations.

PURPOSE: The purpose of this policy is to outline who may charge for fuel purchases, in what situations, and where they may make the charges.

PROCEDURE: This policy applies only to HHS employees and only when filling HHS vehicles with fuel. Employees may not charge for fuel for their personal vehicles, even if they are driving their personal vehicle for work purposes.

For all employees who are authorized to charge for fuel, the HHS Gas Charge Policy document must be signed and returned to the HHS Office Manager/Commissioner Admin.

Mille Lacs Band Corporate Ventures owned fuel stations allow charging of fuel for HHS employees.

- East Lake Convenience Store
- Crossroads Convenience Store
- Mille Lacs Super Stop
- Mille Lacs Convenience Store

When charging for fuel, all HHS employees must:

1. Print name and HHS department legibly on the charge slip.
2. Record the license plate number of the vehicle they are purchasing fuel for with each purchase.
3. Turn in charge slips on a weekly basis and submit to Department Admin for recording.

Internal and/or External References	HHS-ADM-HRM 3111 HHS Vehicle Use HHS-ADM-HRM 3134 General Guidelines for Drivers and Users of HHS Vehicles and Equipment
Compliance - Posting Date	11/18/2019
Replaces – Policy Number	HHS-111-A Clinic Vehicle Use
Next Review - Due Date	11/18/2022



Mille Lacs Band of Ojibwe Health and Human Services Gas Charge Policy

All authorized users of the Mille Lacs Band of Ojibwe Gas Charge must follow these procedures in order to be authorized to charge gas at any MLB Marathon:

1. Authorized users will print name legibly on charge slip
2. Authorized users must record license plate number with each purchase
3. Authorized users must record individual department name on receipt – DO NOT RECORD HHS.
4. Authorized users must sign the receipt legibly.
5. Authorized users must turn in their charge slips on a weekly basis and submit to Department Admin for recording.

As an employee of Mille Lacs Band of Ojibwe and authorized to charge gas at any of the MLB Marathon, I understand and agree to abide by this policy.

Employee Signature

Date

Supervisor Signature

Date

Please return this form to Michelle Beaulieu to be a part of the Employee File