



University of Central Florida

Finance & Accounting

Procedures Document

Voyager Gasoline Charges, (Campus Wide)

Purpose of Procedure:	Voyager Gasoline Credit Card Charges
Who Processes:	Departments
How often:	As Required
What is Processed:	Voyager Gasoline Receipts
Where are the results distributed:	Travel Payables
Date:	8/14/06
Author:	Travel Payable, F&A

Procedure Description:

- Departments are responsible for the control and appropriate use of Voyager gasoline credit cards issued to them. Each card is assigned to a specific University vehicle and is to be used for **gasoline purchases only** for that vehicle.
- Voyager submits a monthly invoice to Finance and Accounting listing every charge made during a given time period.
- Travel Payables will charge the purchase to the department on record as of the date of purchase using account # 737101
- The department assigned the card will need to do an interdepartmental transfer for any charge(s) that should be charged to another department.
- Departments are to retain all original Voyager gasoline receipts in their respective departments just like the PCard receipts for Travel expenses. These receipts must be retained for at least three years. For more information on record retention and record management, go to http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm. The two schedules which apply to UCF are: GS1-L and GS5. Click on GS1-L, scroll to page 24, Accounts Payable Records, item # 121.
- Each month purchases during a specific time period by a department or specific cards in a department will be pre-selected for audit by Finance and Accounting. The department will be notified to submit **legible copies** of receipts indicating the card number on each.