

## **Chapter 3590 - Credit Cards**

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### **3590.1 GENERAL** (REVISED 12/12)

Purchases are to be made from the service stations and dealers of participating oil companies.

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### **3590.3 RESTRICTIONS ON USE OF CREDIT CARDS** (REVIEWED 12/12)

Credit cards will not be used for the purchase of items covered by price contracts except as noted by item in SAM Sections 3612 through 3696.3. Agencies may further limit employee credit card purchases within classes of items listed on the reverse side of the credit card.

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### **3590.4 CREDIT CARD INVOICE, COMPLETION OF** (REVIEWED 12/12)

Employees using credit cards will insure that, where practicable, oil company sales tickets are completed in ink, and that in every instance the amount of the sale is totaled at the bottom of the sales ticket.

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### **3590.5 REMOVAL OF CREDIT CARDS FROM VEHICLES** (REVIEWED 12/12)

Agencies are to remove credit cards from their vehicles which are to be sold or otherwise disposed of, and the cards are to be delivered to the agency's accounting officer.

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