



Accounting
**Red Comdata Credit Card
Purchases**

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Purpose:

The purpose of this Standard Operating Procedure is to identify when to make purchases using the company issued Red Comdata credit card and how to document each purchase using the Red Comdata credit card.

Procedure:

- 1) A Red Comdata credit card is assigned to each company vehicle for truck fuel only.
- 2) A Red Comdata credit card may be assigned to an employee for fuel purchases if the employee is not assigned a company vehicle.
- 3) Purchase fuel at any approved fueling station for the assigned company vehicle.
 - A) Enter the vehicle mileage at the appropriate time during the purchasing process.
 - B) Enter the employee number at the appropriate time during the purchasing process.
- 4) Comdata credit card statements are received twice per month.
- 5) The accounting department reconciles the fuel purchases for each fuel card.
 - A) Fuel purchases may be charged to a specific project or projects.
 - B) Fuel purchase may be charged to the appropriate GL account.
- 6) The fuel purchases are entered and posted 2 times each month.