

# FUEL CARD POLICY

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For any comments, feedback, or query, please contact: [policies@aub.edu.lb](mailto:policies@aub.edu.lb).  
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## Policy

1. In order to strengthen controls over vehicle operating costs, the University has adopted a policy of using “fuel cards” for the purpose of purchasing gasoline, oil, and services for university vehicles.
2. The responsibility for implementing the Fuel Card Policy and procedures is entrusted to the director of auxiliary services who may be contacted in writing about this program at [auxserv@aub.edu.lb](mailto:auxserv@aub.edu.lb).
3. Departments seeking exemptions from the fuel card system must get approval from the director of financial planning and auxiliary services, providing written justification for the unique circumstances that prevent that department from participating in the fuel card program.

## Procedures

1. The University has contracted with MEDCO SAL to participate in their Liters Plus program
2. Each vehicle is assigned a unique card with a PIN that may be used to purchase fuel and services for that vehicle.
3. In order to obtain a Liters Plus card, the following procedures have to be followed. Each head of department or director shall assign a person responsible for their departmental vehicle(s). The name of the nominated person has to be identified and communicated to MEDCO with a copy to Auxiliary Services, together with the following information for each vehicle on the approved form ([Appendix I](#)):
  - a. Card type (designate “Specific” to signify the card is for one vehicle).
  - b. Full name of card holder (AUB department name).
  - c. Vehicle license plate number.
  - d. Vehicle color.
  - e. Vehicle’s year of manufacture.
  - f. Vehicle type (sedan, van, SUV, etc.).
  - g. Kilometers (fill in “Yes”).
  - h. Type of fuel allowed (diesel, unleaded 95, unleaded 98, etc.).
  - i. Monthly ceiling in liters for fuel allowed.
  - j. Monthly ceiling in LBP for car washes allowed.
  - k. Monthly ceiling in LBP for lubrication change allowed.
  - l. Fuel tank capacity (liters).
4. MEDCO SAL’s address: Medco Dora Station, Medmart Building, 2<sup>nd</sup> floor,  
Fax : 01 244186  
Phone : 01 240984/5/6 ext. 602/3/4, Hotline 7/24: 03 784125
5. The card should be received by Auxiliary Services within 48 hours and will be handed over to the user department against authorized signature.

- a. In order to receive a Liters Plus replacement card the same procedure as above must be followed and is subject to the existing card being faulty, lost, or resulting from a change in the license plate number of the vehicle. The existing card is taken from the cardholder.
  - b. To increase or decrease the monthly gas limits, a written request must be sent to MEDCO with a copy to Auxiliary Services.
  - c. An updated list of fuel stations in Lebanon that participate in the Liters Plus program may be acquired through the Office of Auxiliary Services. Certain stations are eligible for a discount on purchases and should be given preference whenever possible in an effort to reduce university costs.
  - d. A complimentary towing service for Liters Plus members may be contacted by telephone at 03/300 021.
  - e. If a Liters Plus card is stolen, lost, or kept with the cardholder after leaving the employment of the University, the concerned department must inform MEDCO and Auxiliary Services immediately.
  - f. In the event that a department's vehicle will no longer be used, the concerned department should inform MEDCO and Auxiliary Services.
  - g. Should a card's PIN code be wrongly entered three times successively, the card is automatically blocked. To remove this, the card must be taken to the Liters Plus center by the authorized user.
6. In order to be exempted from the Liters Plus system, written justification must be provided to the director of financial planning and auxiliary services for approval. If the exemption is approved, the concerned department must provide the following data electronically to the Office of Financial Planning and Budget ([fpb@aub.edu.lb](mailto:fpb@aub.edu.lb)) on a monthly basis for each vehicle:
    - a. Vehicle plate number.
    - b. Date of fill-up.
    - c. Type of fuel (unleaded 95, diesel, etc.).
    - d. Odometer reading of the vehicle at the time of fill-up.
    - e. Liters of fuel.
    - f. Cost of fuel.
  7. Billing is done monthly by MEDCO, and cost allocation is performed by Auxiliary Services in accordance with the cost centers shown on the application form.
  8. Liters Plus cards and the associate PIN numbers shall be kept secure and confidential at all times.
  9. On no account may a Liters Plus card be used to purchase fuel or services for any vehicle other than the AUB vehicle for which it is registered.

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**APPENDIX I  
LITRES PLUS CARD APPLICATION FORM**

(To download this appendix in Word format, [click here](#))

**Date**

**Department**

**Cost Center**

**Designated Person**

**Vehicle Name**

**Vehicle Plate #**

**Color**

**Year**

**Type**

**Card Type**                      **Specific**

**Kilometers**                      **Yes**

**Fuel type**   Gasoline 95    Gasoline 98    Diesel    Other

**Maximum # Liters Allowed per Month**

**Monthly LBP Ceiling for Car Washes**

**Monthly LBP Ceiling for Service Charges**

**Fuel Tank Capacity**

**Approved by**

**Name**

**Signature**

**Distribution**

**Original :**                      **Send to MEDCO SAL**

**Copy 1 :**                      **Auxiliary Services**

**Copy 2 :**                      **Originator**

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