**Education for Homeless Children and Youth — Gas Card Program Guidelines**

*The following guidelines were developed for the Education for Homeless Children and Youth Program to ensure transparency and accountability for the gas card program.*

**Business Office Procedures**

Cards will be purchased with purchase order or by check. Cards will be inventoried and kept in the safe at the \_\_\_\_\_.

At the purchase, these cards will be expensed to a balance sheet account. At the end of each month (or whatever cycle we decide on to distribute cards), the Business Office will calculate the amount of expense and transfer through general journal entry. Thus, we are only expensing when gas reimbursement is actually made to the homeless recipient.

We reserve the right to periodically audit the cards on hand versus what has been expensed.

Homeless Liaisons will sign out the cards and sign the agreement. \_\_\_\_\_\_\_\_\_ will make a photocopy of the backs of the cards or write the numbers on the back of the agreement for tracking purposes.

**Homeless Liaison Responsibilities:**

* Liaison is responsible for accounting for all of the cards they receive.
* When dispersing cards, fill out the Gas Card Form.
* Photo copy or write the card numbers (on back of card) on the back of the form. **Please note that it is best to fill out this form online as it will auto-calculate and tell you the dollar amount of cards the student/family is eligible to receive.**
* Add in attendance data for the most recent two week time period.
* Family/student can request additional cards when they run out. They will only get cards based on positive attendance. Remind them that cards are to be used for gas to transport to/from school or school related activities. They are not to be used for other items at the gas station.
* Family/student signs Gas Card Form verifying receipt of the cards when distributed.
* Keep this form for your records—you will need to submit completed forms when you request additional cards.