

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**GASOLINE CREDIT CARDS**

The following procedures must be followed when purchasing gasoline, supplies or service for a BOCES owned vehicle through the use of a BOCES gasoline credit card:

- The BOCES staff member must sign the charge receipt and indicate the vehicle's license plate number. In this instance, the duplicate receipt is not required by the BOCES Business Office.
- If no signature is required in order to make the purchase, a receipt must be obtained, signed by the BOCES staff member, with the vehicle's license plate number written on the receipt. This receipt must be sent to the BOCES Business Office (Accounts Payable) or the staff member may be held personally responsible for the purchase.
- If service is provided on a BOCES owned vehicle, the New York State sales tax should be omitted by the provider. BOCES staff members must advise service providers when using a BOCES gasoline credit card that BOCES is exempt from New York State sales tax.