

Gas Voucher Policy

Policy #1: Before Getting Gas - the customer is to give the voucher to the Attendant/cashier so they may approve the authorization.

*******Any fuel over the allowable amount or purchased on the wrong date will be the responsibility of the customer.*******

Policy #2: Make sure the voucher is signed by you and the person providing transportation. Give the white copy to the fuel vendor and keep the yellow copy for your files.

Policy #3: The Physicians Medical form **MUST** be completed by your Physician/Medical Provider and mailed to **Job and Family Services** verifying the scheduled appointment(s) were made.

Policy #4: Vouchers are good only for the date indicated at the top of the voucher.

Policy #5: Vouchers are good only for the amount written. Any changes made will be made by Washington/Morgan Community Action employees.

Policy #6: If the gas voucher(s) are not used return the voucher(s) to:

Washington-Morgan Community Action
698 Wayne Street
Marietta, Ohio 45750
Attention: EMT Department

Policy #7: The voucher is for one fuel up and for one vehicle. You may not fill up any additional vehicles or gas cans. You may only purchase gasoline. You will be responsible for anything else you purchase.