

CARDLOCK BEST PRACTICES

✓ All cards have proper control settings.

- ✓ # Transactions per day
- ✓ # Gallons per day
- ✓ # Gallons per fill

Following these criteria can protect you in the case of fraud.

✓ Never write PIN on card or sleeve or use same PIN for all cards.

✓ Request e-receipts on the cardholder portal & review transactions next day.

✓ Pull & review monthly & quarterly usage reports.

Disgruntled & recently terminated employees can be an internal security vulnerability.

✓ Create individual user settings.

✓ Restrict card usage & limit sites.

✓ Invalidate cards/pin immediately when an employee leaves.