

# Fuel Card Procedures



City of Clermont, Florida

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## **A. Purpose**

The purpose of this document is to establish procedures for the security, use, and maintenance of City of Clermont fuel cards.

## **B. Scope**

The following procedures apply to all City employees authorized by the Department Director to use a vehicle fuel card.

## **C. Responsibility**

The City's Purchasing Director will act as the City's Program Administrator of the Fuel Card program and be the primary contact with the fuel card processing company. The Purchasing Director or designee is responsible for card issuance, card cancellation, receipt of the cards, and management reports. Questions regarding the appropriate use of the Fuel Card shall be directed to the Purchasing Director.

Department Directors shall contact the Purchasing Department to request new cards, cancel cards, report lost or stolen cards, and to assign personal identification numbers (PIN). In addition, the Department Directors are responsible for checking the information on the cards for accuracy, as well as being responsible to inform and train departmental employees on these procedures and the continued compliance of such.

## **D. Fuel Card Assignments**

Fuel cards are assigned to City vehicles, not employees. The cards will have the City Department and assigned vehicle I.D. number printed on the card. Cards shall be maintained inside the provided plastic card holder and placed in a secure location inside each vehicle. Fuel cards may **only** be used for the vehicle that it is assigned to and shall not be swapped between vehicles. The fuel gallon usage and cost information are reported to management for each vehicle.

## **E. Personal Identification Number (PIN)**

Employees authorized to purchase fuel for City vehicles will be issued a personal identification number (PIN). The number will be assigned by the Purchasing Director or designee upon request from the employee's Department Director or designee. The number should be safeguarded at all times and not disclosed to any other individual. Upon termination or resignation, the Department Director or designee must contact the Purchasing Department to cancel the employee's PIN prior to issuance of the employee's final payroll check.

## **F. Fuel Card Usage**

Fuel cards may only be used for the fueling of City vehicles that use unleaded fuel and are not fitted with the Utilities Department fueling system gas tank ring. **Fuel cards shall not be utilized for personal use. Personal use of City's fuel card will result in termination.**

Purchases may be made at any fuel station that accepts MasterCard transactions and has fuel pumps that prompt for information to be entered. Authorized City employees must enter their PIN followed by the vehicle odometer reading when prompted at the pump. Fuel purchases are checked against preset limits and are electronically approved or declined based on the fuel type and daily quantities/dollar limits. The system can decline any single transaction and/or lock out a user completely if the authorization criteria fails or certain parameters are exceeded. If a purchase is declined, contact your Department Director. When employees are finished fueling the City vehicle, the card must be placed back in the secure location inside the vehicle. Cards shall not be carried by employees.

## **G. Miscellaneous Fuel Cards**

Miscellaneous fuel cards are to be used for the fueling of City equipment that uses unleaded fuel. The cards will be maintained by the Department Director or designee and will be issued to employees on an as needed basis. The issuance/return of these cards should be documented on the attached Miscellaneous Fuel Card Log Sheet. When fueling equipment, employees must enter their PIN followed by six (6) zeroes (000000) in place of the odometer reading. This will allow the tracking of equipment fuel purchases separate from vehicle fuel purchases.

Additional miscellaneous fuel cards will ~~also~~ be maintained by the Purchasing Director or designee as backup for use in special circumstances.

## **H. Fuel Stations**

As noted earlier, the fuel cards may be used at any fuel station that accepts MasterCard transactions. The actual fuel price per gallon paid by the City is a discounted rate from the retail price. It is not the same price for all stations. Therefore, it is important that employees be aware of the price differences between stations and make the most economical purchase.

Employees shall not seek or accept, directly or indirectly services, entertainment, discounted items or gifts from any local fuel station, doing or seeking to do business with the City. Violation of this shall result in disciplinary action up to and including termination. Any employee who becomes aware of an event of a questionable, fraudulent or illegal nature is to immediately report such event to the Department Director.

**I. Fuel Card Receipts**

Prior to going off shift, employees purchasing fuel with the fuel card shall turn all fuel purchase receipts into the designated departmental employee responsible for the auditing of the monthly fuel card statements. Failure to maintain original receipts shall be considered a violation of these procedures. The designated departmental employee shall maintain the purchase receipts until the fuel card statements are received.

**J. Fuel Card Statement**

The Purchasing Director or designee will provide the Department Directors with a monthly statement of the transactions made by each department. The report will contain the original amount charged at the pump and the re-priced amount under the contract.

All purchases on the statement should be traced to the purchase receipts. Any statement purchases that are not supported by a purchase receipt shall be reported to the Department Director for review. Upon completion of the audit of the fuel card statement, the statements and receipts shall be forwarded to the Department Director for review, account coding and payment approval for submission to the Finance Department.

**K. Lost or Stolen Fuel Cards**

Lost or stolen fuel cards must be reported immediately to the Department Director or designee and report it as lost or stolen to the Purchasing Department. Lost or stolen fuel cards occurring after 5:00 p.m., shall be reported the next working day to the Purchasing Department to assure cancellation of the card. If a lost card is found after cancellation, it will be inoperative and shall be returned to the Purchasing Department. The Department Director or designee shall contact the Purchasing Department to arrange the order of new fuel cards.

**L. Effective Date**

These procedures shall become effective immediately upon the approval of the City Manager.

  
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 Darren Gray, City Manager  
 5/20/15  
 \_\_\_\_\_  
 Date



# MISCELLANEOUS FUEL CARD LOG SHEET

Dept. Name

Date	Card Checked Out To	Card Number Description of Use	Date / Time Checked Out	Date / Time Checked In