

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	January 2007
Section 6.2	Travel Policies and Procedures	Revised:	September 2008
Policy 6.2.25	State Fuel Cards	Responsibility:	Assistant Vice President for Business Affairs

STATE FUEL CARDS

State Contract Fuel Card

The State Council on Competitive Government entered into a contract on behalf of state agencies and institutions of higher education, for retail fueling and fuel card services. All off-campus fuel purchases for state vehicles must be made with the fuel card.

Fuel Card Services

The fuel card can only be used for business purposes to fuel University owned or long-term leased vehicles and rentals when used during a job assignment. This includes fuel, oil changes, windshield repair, and tire servicing. The fuel card offers agencies services in addition to routine fueling needs. The card can also be used for minor or routine vehicle maintenance (University owned or long-term leased vehicles only), including oil changes, windshield repair and tire servicing. The fuel card also carries access to roadside assistance through North American Fleet Services.

The fuel card is not intended to replace the individual travel card, and is not usable for business travel expenses. Business travel examples are trips for meetings, conferences, seminars, etc. away from headquarters. Additionally, the fuel card is not to be used for purchasing food, beverages, novelty items, or personal items.

Fuel Card Application

Request to participate in the fuel card program must originate from a department's Vice President, Dean, Chair, or Director. These requests should be submitted to the Purchasing Office. The department must designate an employee that is not a card holder to act as an account manager.

Record Keeping

Receipts for every purchase must be obtained and turned in to the department's account manager. Receipts from users of department cards must have the vehicle ID noted.

The account manager must maintain a "Gasoline Card Transaction Log" for each purchase, which is submitted to the Purchasing Office along with a copy of the driver charge statement and the original receipts on a

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monthly basis at the end of each billing cycle. The log must include signatures of the cardholder, account manager, and department head.

The packet is due 30 days after the driver statements have been received. The first occurrence of missing or tardy packets will elicit a warning. The second occurrence of missing or tardy packets will elicit cancellation of all cards for that department. Reinstatement of the department's fuel cards will be reviewed by the Director of Purchasing.

Department and Individual Cards

Upon the discretion of the department head and the Purchasing Office, department personnel may either be given an individual fuel card or access to the department fuel card.

Employees with an individual fuel card will be prompted for the vehicle ID number and odometer reading. Individual fuel cards will be canceled if the cardholder fails three times to obtain a receipt.

Employees using a department card will be prompted for their personal PIN and odometer reading. The PIN number will be given to the employee when they attend the fuel card training class. The first time a receipt is not obtained, the department card privilege will be revoked.

Cancellations

Any accounts not used for a consecutive twelve (12) months are liable for cancellation. Card holder accounts will immediately be cancelled upon detection of misuse. The offender must reimburse the University and will be subject to disciplinary action.

The account manager is responsible for collecting a fuel card from card holders that are terminating employment. Account managers should also advise the Purchasing Office concerning the termination so that the account or PIN can be cancelled.

Card accounts or PIN's that are revoked due to misuse or failure to obtain receipts cannot be re-opened for a minimum of twelve (12) months. Reinstatement requests must be forwarded to the Director of Purchasing.

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Personal Use

Use of the fuel card for personal vehicles or personal use is strictly prohibited.
