

Franklin County Commissioners Department of Fleet Management Fuel Credit Card Policy and Procedures

Fueling Franklin County Commissioners' owned vehicles

Fleet Management will provide access to fuel for all vehicles owned by the Franklin County Commissioners. Fuel will be provided through fueling facilities owned and operated by Fleet Management or other fueling facilities as operations deem necessary. Fuel credit cards may be issued for use when needed. Fleet Management's Fuel Credit Card Policy shall conform to the guidelines of the Ohio Revised Code Section 301.27.

Appropriations and Encumbrances

Appropriations will be obtained by Fleet Management for work related fuel expenses as outlined in Section 301.27(E)(2). The use of fuel credit cards shall be limited to the amount appropriated and encumbered for such use. Fleet Management will adhere to the Franklin County Auditor's office guidelines for organization and object codes to accurately reflect these fuel costs.

Required: Fuel Credit Card User Acknowledgement

Prior to Fleet Management issuing a Personal Identification Number (PIN), which is required in order to use a fuel credit card, the user must first sign the Fuel Card User Acknowledgement Form. Among other topics, the Acknowledgment Form confirms that the individual has a copy of and understands the Fleet Management Fuel Credit Card Policy, including prohibitions on misuse of the card that can lead to discipline, including termination as well as possible criminal charges and prosecution.

County Fuel Card Purchasing Requirements

- a. Be certain the county fuel card is accepted before services are obtained.
- b. The fuel card is for use only with its assigned vehicle, identified by the door number in the card's lower left corner. The card cannot be used in conjunction with, or in lieu of, another vehicle's card to complete a purchase.
- c. Personal use of the fuel card is prohibited. Cigarettes, tobacco, food and alcohol purchases are prohibited.
- d. Purchase fuel from self-service pumps equipped with card readers which accept county fuel cards.
- e. Personnel shall use 87 octane gasoline with all county vehicles, unless the vehicle is authorized for use of a different fuel. If the vehicle is flexible fuel (E85 compatible) and alternative fuel is available, it should be obtained.
- f. Should you encounter a problem using the county fuel card, contact Fleet Management Monday through Friday from 7:00 a.m. through 4:30 p.m. at (614) 525-3412.
- g. Use of the county fuel card for purchasing fuel at a particular location and obtaining a personal benefit is prohibited. Some fuel stations provide premiums or points to be redeemed for merchandise for purchasing fuel at their locations. An example of this would be Speedway SuperAmerica, LLC, which currently offers Speedy Rewards.

- h. The credit card should not be placed next to other magnetized items or stored in a manner that may damage the card.

Fuel Transaction Verification Process (new, effective April 1, 2015)

The fuel credit card vendor provides a detailed report of all fuel transactions made with the fuel credit cards. This report will detail vehicle number, date, time, gallons, cost per gallon, total cost of the transaction, location the fuel was obtained (full and complete address), the employee authorizing the fuel transaction, the type of fuel obtained, and any other data that is available.

This transaction report will be provided to Fleet Management at a minimum once per month.

Record Keeping / Completion of Fuel Receipt (changes, effective April 1, 2015)

- a. When at the pump to purchase fuel, do the following:
 - i. Swipe the card.
 - ii. Two prompts will appear. Enter the vehicle's current mileage and driver ID # (employee four-digit PIN number).
 - iii. Obtain a receipt from the pump or attendant.
 - iv. Complete receipt accurately and completely. Receipts generated by card readers vary in information printed. Review receipt and add missing information:
 - Date of purchase
 - Vehicle Door number
 - Odometer reading
 - Full details of the purchase such as gallons of gas (including tenths), unit price, and total purchase price
 - Signature of purchaser (also legibly print name)
 - Badge number (if applicable)
 - Name of the issuing station
- b. Retain the fuel card receipt in accordance with your departments policy.
- c. Each month Fleet Management will email a statement to every employee authorizing use on the fuel credit card. The Employee will review each of their transaction details and confirm such by signing the verification statement and returning the signed statement to Fleet Management within 7 days.
- d. Those employees that do not return the statement within the 7 days will have their fuel PIN number suspended until the statement is verified, signed, and submitted to Fleet Management. Repeat delays in returning the monthly statement in a timely manner will be reported to the individual departmental/agency fuel card coordinator. Continued and/or repeated negligence in returning the statement in a timely fashion will result in cancellation of the individual's fuel PIN number.

Fuel Transaction Reconciliation (new, effective April 1, 2015)

Fleet Management and the Franklin County Data Center have developed an automated process to download all fuel transactions reported by the vendor into the Fleet Management system.

Fleet Management will verify that each transaction reported/billed to Franklin County is accounted for in the Fleet Management system and attributed to the correct vehicle number.

Fuel Transaction Checks and Balances (new, effective April 1, 2015)

Fleet Management will monitor and check for suspect fuel transactions. Fleet Management will monitor miles per gallon, frequency of fueling, as well as other transaction data to look for suspect uses. The information provided by the credit card vendor, as well as the reporting capabilities of the Fleet Management system, will allow for close monitoring of information and tracking of data.

Any suspect transactions will be logged and reported to the Director of Fleet Management for review and investigation.

Fuel Card Account Assignments

Fuel cards are permanently assigned to a motor vehicle by Door Number. Fuel cards remain with the same vehicle, stored in the glove box, for the life of the vehicle. Drivers should check the vehicle for the fuel card prior to starting the shift to ensure the card is present. If the card is absent contact Fleet Management immediately.

Damaged or Worn Cards

Notify Fleet Management by phone or email if a fuel card is worn or damaged. Worn or damaged cards are still valid for purchases, but may need to be taken to the service station attendant for processing. Cards are not to be destroyed by users, but must be returned to Fleet Management upon receipt of replacement.

Lost Cards

If a fuel card is lost, immediately notify Fleet Management by phone or email. Fleet will cancel the fuel card and request a replacement