



## Person County Government STANDARD PROCEDURE

SUBJECT: <b>Fuel Card User Policy</b>	Effective Date: 10/1/2010
Prepared by: Amy Wehrenberg, Finance Director	Revised: 6/13/19
Approved by: Heidi York, County Manager	Approval Date:
Approval Signature: <i>Heidi York</i>	# of Pages: 3

### FUEL CARD USER POLICY

#### PURPOSE

This policy covers the use of all Fuel Cards issued by the County of Person for the fueling of County vehicles.

#### DEFINITIONS

1. **PIN** – A (4) digit Personal Identification Number assigned to each authorized user for purchase of fuel for County vehicles
2. **Fuel Card** – Credit card issued by the County exclusively for fueling County owned vehicles
3. **Odometer Reading** – Mileage at time of fueling rounded to nearest whole mile (use no tenths of miles).
4. **Card User** – Employee authorized to use Fuel Cards for the purposes designated within this policy.
5. **Card Administrator** – Employee responsible for the issuance and administration of Fuel Cards for employees in their department.

#### POLICY

1. **Ownership:** All Fuel Cards remain the property of the County of Person.
2. **Fuel Card Use:** With each use of a Fuel Card, the Card User will enter the mileage at the time of fueling, and his/her PIN number. The Fuel Card is to be used for the purchase of fuel only. (Car washes must be requested inside the store and are limited to only free washes. Users are prohibited from purchasing car washes with a fuel card.)
3. **Fuel Card User Statement:** An original signed *Fuel Card User Statement* for each Card User shall be sent to the Finance Office with a copy retained by the Card Administrator in each department. Fuel Cards will be issued to new employees only after the employee has signed and dated a *Fuel Card User Statement*.

3. **Personal Use:** Personal use of a County owned Fuel Card is strictly prohibited.
4. **Security:** Each employee is responsible for all transactions occurring on a Fuel Card issued to him or her.
6. **Appropriate Use:** If the County of Person determines that an employee has used a Fuel Card(s) in a manner that violates this policy or other County policies, the County will take appropriate disciplinary action, up to and including dismissal.
7. **Pre-Audit Requirements:** To sufficiently cover pre-audit requirements for this program, the Finance Department will, at the beginning of each fiscal year, encumber each department's annual budgeted amount for fuel. Each month, when the bill is paid, the actual invoiced amount will be liquidated in the County's encumbrance system. At the end of the fiscal year, any remaining funds on that encumbrance will be completely liquidated. No remaining funds will be carried forward to the following year.
8. **Uniform Guidance Procurement Policy Compliance:** Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

**Fuel Card User Statement**

Employees authorized to fuel County vehicles are issued a (4) digit Personal Identification Number (PIN) to be used with the County's Fuel Cards. This document is to verify that you understand your responsibilities under the *Fuel Card User Policy* regarding the use of your PIN and the issued Fuel Card.

Employee Acceptance Statements

1. I have been issued a PIN and Fuel Card, which authorizes me to fuel County vehicles only, using the County's Fuel Cards.
2. I understand that the Fuel Cards are not to be used for personal vehicles or non-business purposes. Using the Fuel Card for any purpose other than official business use will be considered theft of County property.
3. I understand that each time I use a Fuel Card I am required to enter my PIN number, enter an accurate odometer reading, and completely fill the vehicle's fuel tank. This will allow the County to monitor fuel usage and track required maintenance intervals.
4. I understand that each Fuel Card is assigned to an individual County vehicle for the purchase of fuel only for County vehicles only. I understand that it is against County policy to use any Fuel Card other than for the intended purpose. I understand that purchasing car washes with the fuel card is prohibited.
5. I understand that each Fuel Card is assigned to an individual County vehicle for the purchase of fuel only and free car washes for County vehicles only. I understand that it is against County policy to use any Fuel Card other than for the intended purpose.
6. I understand that when I return from a designated trip, I will return the Fuel Card to the designated place as determined by the department's policies, and that my Fuel Card transactions will be reviewed and audited by designated authorities when the fuel bill is received.

Evidenced by my signature below, I understand and agree to the above statements.

Employee Name: (Print) \_\_\_\_\_ PIN: \_\_\_\_\_

Employee Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_