

04. PROCUREMENT POLICIES AND PROCEDURES

4.6. Fuel Card Program

BOS Approved - August 17, 2016

4.6.1. Overview

A. The Fluvanna County (the “County”) Fuel Card program is a program offered through the State Motor Fuel Program. **The fuel card program will utilize the Voyager card under Mansfield Oil Company and provides the flexibility to fuel vehicles at 90% of the gas stations nationwide. Contract prices under this program allow cardholders to purchase Federal excise tax-exempt motor fuels at an OPIS-based price plus the contract adder. The card will give the County the ability to purchase all brands of fuel products.**

B. This card program shall be managed in a manner consistent with all applicable County accounting policies and procedures related to the use of charge card programs. Agencies assume ultimate responsibility for employees’ use of the fuel card, as well as the accountability for the physical security of the fuel cards. The County and the County Sheriff’s Office shall each have a Fuel Card Custodian to monitor fuel cards assigned to specific vehicles and to manage their daily use, a Fuel Card Account Custodian to perform the fiscal and administrative functions required to appropriately manage the fuel card program and a County Fuel Card Administrator to oversee this Fuel Card Policy. The Fuel Card Custodian, Fuel Card Account Custodian and the Fuel Card Administrator for the County and the Fuel Card Custodian, Fuel Card Account Custodian and the Fuel Card Administrator for the County Sheriff’s Office shall be designated by the County Administrator.

4.6.2. Definitions

A. County Owned Vehicle - Any vehicle with a title held by the County of Fluvanna, Virginia or operating agency including the County Sheriff’s Office, that includes but is not limited to sedans, station wagons, minivans, pickup trucks, sport utility vehicles, or vans used primarily for the transportation of the driver and no more than 15 passengers.

A. Employee - Any individual authorized to operate a County/Agency owned vehicle on behalf of the County of Fluvanna, Virginia, e.g., part-time, hourly, and full-time employees to perform business related services.

4.6.3. Roles & Responsibilities

A. Fuel Card Custodian - The Fuel Card Custodians assume responsibility for the physical security of any Fluvanna County Fuel Card (Mansfield/Voyager Card) and the associated PINs (Personal Identification Numbers). The Fuel Card Custodians may delegate use of the card, but assumes responsibility for card transactions. The Fuel Card Custodian shall perform duties that include, but are not limited to:

1. Ensure physical security of Fuel Cards (for example, in a locked desk drawer). The card may **not** be left in the custody of a vendor.

2. Maintain a written record of all persons who have physical access to the Fuel Card (for example, a sign-out sheet for the card, or a list of persons who have keys to the locked desk drawer).

3. Ensure that the card is used only for appropriate purchases (described below), and in conjunction with County business.

4. Remind all card users to use commercial retail sites only.

5. Ensure users of vehicle fuel cards turn in receipts of purchases from commercial retail fuel sites.

6. Ensure all documentation of card use is forwarded to the Fuel Card Account Custodian.

7. Inform the Department of Public Works or Fluvanna County Sheriff's Office of any change in the Fuel Card Custodian's contact information.

B. Fuel Card Account Custodian - The Account Custodians assumes responsibility for reviewing card activity to ensure appropriate use. In addition, the Account Custodians ***should not*** be a card user. The Account Custodians shall perform duties that include but are not limited to:

1. Review the monthly Statement of Charges (downloaded from Mansfield website) for appropriateness of card usage.

2. Reconcile all charges and process payment to card vendor.

3. Report infractions to the County Administrator.

4. Maintain records of all card usage, sign out sheets, receipts, or other applicable documents.

5. Ensure that the card is used only for appropriate purchases (described below), and in conjunction with State business.

6. Inform the Department of Public Works or the Fluvanna County Sheriff's Office of any change in the Fuel Card Account Custodian's contact information.

C. County Fuel Card Contract Administrator - The Fuel Card Contract Administrators will electronically monitor all fuel card accounts in the program via the Mansfield Oil website. Monitoring responsibilities shall include, but not be limited to:

1. Creation and deletion of accounts
2. Delinquent payments
3. Inactive cards
4. Inappropriate purchases
5. Ensure agency Fuel Card and Account Custodians receive appropriate training and support from the fuel card vendor

4.6.4. County Fuel Card Management Policies

A. County assigned Fuel cards shall only be used at commercial retail fuel stations that accept the Voyager card. A list of the commercial retail stations can be found at <https://www.fleetcommanderonline.com/app/public/merchantLocator.do>.

B. Use only unleaded regular fuel or diesel fuel in gasoline powered County-owned vehicles.

C. Mid-grade or premium blends are only to be used when regular is not available or the manufacturer requires the use of high octane fuel in the vehicle. E85 fuel is to be used in Flex-Fuel vehicles where available. A list of E85 locations can be found at: http://www.afdc.energy.gov/afdc/progs/ind_state.php/VA/385. A list of approved E85 vehicles can also be found at the website listed above. Drivers are expected to use self-service pumps at commercial stations, since this service is normally more economical. A fuel card is provided for such purchases.

D. Drivers **MUST** enter correct odometer readings, no tenths, into the card readers, at all commercial self-service fueling sites. The Department of Public Works and the Fluvanna County Sheriff's Office will run daily fueling reports and will contact all drivers that consistently fail to enter correct odometer readings. Correct odometer readings are critical to the fuel card management system, and this requirement will be strictly enforced.

E. Department Directors, Constitutional Officers, and Agency Heads will be notified of unusual fuel transactions and will have fifteen (15) days to investigate and respond to the either the Department of Public Works or the Fluvanna County Sheriff's Office as applicable.

F. A Mansfield/Voyager Fuel Card assigned to a **County owned** vehicle may be used to purchase the following provided the County establishes authorization with Mansfield:

G. Fuel, either **regular** unleaded gasoline, E85 if the vehicle is capable of using E85 or diesel fuel.

H. A Mansfield/Voyager Fuel Card assigned to a **County owned** vehicle shall **not** be used to purchase:

1. Food or beverages.
2. Parts and labor for towing, road service, and mechanical repairs.
3. Other goods or services.

I. Fuel Cards will be assigned to each County owned vehicle that is currently in an “active” status. Each fuel card shall contain the following information which is vehicle specific:

1. Department
2. Vehicle Identification Number (VIN #)
3. Vehicle ID (This number is used as an "identifier" between Mansfield and Voyager's systems for the card information and is assigned by Contracts Administrator)

J. Fuels Cards that are assigned to individual vehicles cannot be used to fill up any other vehicle within the active fleet.

K. The fuel cards will not work at the Fluvanna County Public Schools gas terminal.

L. Disposal of Fuel Cards. Fuel cards are to be turned back into the Director of the Finance Department when the vehicle taken out of service or when the vehicle is replaced.

4.6
Appendix 6A

Fuel Card Dispute Form