



CITY OF SULTAN

Fuel Card Use Policy

Adopted May 24, 2012

GENERAL POLICY STATEMENT

Fuel credit cards offer a convenient way for city staff to re-fuel vehicles quickly and efficiently in the course of city business. Fuel credit cards also offer a way to track fuel purchases and audit fuel use. The purpose of this policy is to provide rules, guidance and procedures for the use of fuel credit cards.

1. UNDERLYING PRINCIPLES

- 1.1. Fuel cards are for the express purpose of fueling city vehicles and equipment. Under no circumstances is a fuel card to be used for personal vehicles or to purchase items other than fuel.
- 1.2. All persons with access to a fuel card must sign and have on file with the City Clerk's Office a signed fuel card acknowledgment agreement.
- 1.3. Department directors may enact more restrictive fuel card policies within their respective departments.

2. OTHER APPLICABLE CITY POLICIES

- 2.1. Travel Policy
- 2.2. Personnel Policies
- 2.3. Collective Bargaining Agreements

3. DEFINITIONS

- 3.1. Card Holder – Employees with access to a fuel card
- 3.2. Fuel Card Manager - The Finance Director or designee

4. EMPLOYEE ROLE & RESPONSIBILITY

- 4.1. Be aware of city policies and procedures regarding the fuel use policy.
- 4.2. Immediately report misuse of a fuel card to your supervisor or department director.
- 4.3. Immediately report a missing or stolen fuel card your supervisor.
- 4.4. Maintain a vehicle log of fuel purchases and receipts (if provided).
- 4.5. Submit vehicle logs, receipts (if provided) and requests for reimbursement as required by city policies.

5. MANAGEMENT ROLE & RESPONSIBILITY

- 5.1. Develop policies and procedures to aid front line staff in doing their jobs effectively.
- 5.2. Respond to staff inquiries regarding the fuel use policy.

**CITY OF SULTAN
WASHINGTON
RESOLUTION NO. 12-10**

**A RESOLUTION OF THE CITY OF SULTAN, WASHINGTON, ADOPTING
RULES AND REGULATIONS TO CONTROL AND DIRECT THE USE OF FUEL
CREDIT CARDS.**

WHEREAS, the City of Sultan is the owner and operator of machinery and equipment requiring frequent refueling; and

WHEREAS, Fuel credit cards offer a convenient way for city staff to re-fuel vehicles quickly and efficiently in the course of city business; and

WHEREAS, the City of Sultan desires to establish a comprehensive set of written rules, regulations and standards to control the access and use of fuel credit cards; and

WHEREAS, to establish written rules, regulations and standards to provide a municipal cemetery which will protect the interests of all persons concerned with its maintenance and care; and

WHEREAS, the City Council Subcommittee met on May 3, 2012 to review the Sultan Fuel Credit Card Use Policy and recommended specific policy changes to the city council on May 24, 2012; and

WHEREAS, the City Council considered the recommendations made by the Council subcommittee and determined it was in the best interest of the tax payers to adopt a set of cohesive fuel credit card use policies;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1 Facts and Findings. Fuel credit cards offer a convenient way for city staff to re-fuel vehicles quickly and efficiently in the course of city business. Fuel credit cards also offer a way to track fuel purchases and audit fuel use. The purpose of policy is to provide rules, guidance and procedures for the use of fuel credit cards.

Section 2 Adoption. Resolution No. 12-10 is hereby adopted in its entirety as set forth in Exhibit A.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 24th DAY OF MAY 2012.

CITY OF SULTAN

Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Margaret J. King, City Attorney



CITY OF SULTAN Fuel Card Use Policy

Adopted May 24, 2012

-
- 5.3. Review and verify the charges to the fuel card as outlined in this policy..
 - 5.4. Report fraud or suspected fraud immediately to the Fuel Card Manager.

6. POLICY

- 6.1. The Finance Director or designee will serve as the Fuel Card Manager.
- 6.2. The Fuel Card Manager is responsible for issuing and cancelling fuel cards.
- 6.3. The Fuel Card Manager may assign or transfer a fuel card to another vehicle or employee.
- 6.4. Employees with access to a fuel card (card holder) must sign a Statement of Understanding (attached hereto) acknowledging the understanding of this policy, and the consequences for misuse. The signed Statement of Understanding will be kept in the employee's personnel file.
- 6.5. Fuel cards will have a credit limit of \$xxxx per month and two transactions per day, unless otherwise requested and approved.
- 6.6. Fuel cards may be assigned to a specific city vehicle or employee and will be used exclusively for that vehicle or employee for official city business.
- 6.7. Fuel cards may be used by an authorized cardholder for equipment related fuel purchases (e.g. lawnmower, trimmer, backhoe, etc.)
- 6.8. The card shall never be used for personal, non-city related purchases and/or securing non-city related goods or services.
- 6.9. Fuel cards shall be kept in the glove box of the assigned vehicle. The assigned vehicle must be securely locked whenever the vehicle is not in use in order to limit the opportunity for theft or misuse of the fuel card by a third party.
- 6.10. Employees shall notify their supervisor immediately if a fuel card is lost or stolen. The supervisor shall notify the finance director immediately and cancel the lost or stolen fuel cards. If the card is subsequently found or returned, the card shall be returned to the finance director and will be destroyed.
- 6.11. Employees may submit a request for reimbursement for fuel purchased for city use with personal funds consistent with the city's Travel Policy. A request for reimbursement must be submitted to the finance department along with the original receipt and other supporting documentation.
- 6.12. Every attempt should be made to ensure balances are paid in full each month with the exception of disputed charges.
- 6.13. Any misuse of the fuel card, willfully misreporting fuel use or falsifying receipts will result in reasonable disciplinary actions which may include a combination of the following:



CITY OF SULTAN Fuel Card Use Policy

Adopted May 24, 2012

-
- 6.13.1. Termination of employment
 - 6.13.2. Reimbursement to the City of Sultan for unauthorized purchases and any administrative costs associated with any unauthorized purchase.
 - 6.13.3. Limitation on the use of the card and/or termination of the right to use the card
 - 6.13.4. Other discipline consistent with the collective bargaining agreement and/or personnel policies.

7. PROCEDURE

7.1 Cardholders are required to maintain a log of fuel purchases and receipts, if provided. A copy of the log will be submitted to the Fuel Card Manager monthly. The log will include:

- 7.1.1 Date and purpose of the purchase, merchant name, gallons purchased, name of the purchaser, total amount of purchase, odometer readings.
- 7.1.2 The cardholder's supervisor may periodically spot check a sample of odometer readings and analyze purchases.

7.2 When using the fuel card the employee will:

- 7.2.1 Enter the vehicle number
- 7.2.2 Enter the odometer reading
- 7.2.3 Enter your PIN
- 7.2.4 Request a receipt, if provided
- 7.2.5 Sign or initial the receipt, if provided

7.3 If an employee loses a receipt, the employee will submit an affidavit accounting for the specific lost information. The affidavit shall accompany request for payment to the finance department.

7.4 When the card statement is received, each department will review and verify the charges. The finance department is responsible for reviewing and verifying charges for vehicles used by more than one department.

7.5 Card statements should be entered into the financial accounting system for payment within 15 business days.

7.6 The employee reconciling the statement should notify the credit card company within 20 business days of any disputed amounts on the statement.