



Georgia Institute of Technology

GEORGIA TECH FLEET SERVICES Georgia Tech Fuel Card Program

INTERNAL POLICIES AND PROCEDURES

The Georgia Institute of Technology Office of Fleet Services adheres to the overarching state policies regarding fueling state owned vehicles and equipment. This office recognizes the importance of establishing internal controls in cooperation with the Georgia Department of Administrative Services (DOAS), to facilitate the use of fuel cards for fueling state-owned vehicles and equipment.

The purpose of this policy is to establish uniform procedures, accountability and controls for fueling motor vehicles and equipment owned or controlled by the Georgia Institute of Technology.

Fuel Card Overview

1. The fuel card is to be used **For Georgia Tech Official Use Only.**
2. **If on-campus, PIN Users must utilize Georgia Tech Fuel Stations located at Georgia Tech Fleet Services. NO EXCEPTIONS.** Use of off-site gas stations is a secondary resource.
3. The fuel card may be used at all Wright Express (WEX) participating locations:
 - a. Use the following link for WEX price mapping
http://rrtexternalweb.wrightexpress.com/site_locator/site_locator/list.action
4. There will be ONE fuel card assigned per vehicle.
5. The fuel card should not be removed from the vehicle for any reason.
6. Gasoline powered vehicles will use only regular unleaded 87 octane fuel
7. The **Blue** Card is the primary fuel card intended for purchase of fuel.
8. The **Red** Card is designated only for the purchase of fuel for secondary storage tanks and for use in portable motorized equipment, lawn tractors, mowers, and emergency use.

Roles & Responsibilities

Fuel PIN User	<ul style="list-style-type: none">• Must complete the <u>Fuel Card User Agreement & PIN Request Form, Pin User & Supervisor Training & Certification and Class C Operator Training</u> to acquire a PIN• Maintain security PIN and all receipts for off-site transactions• Sharing of PINs is strictly prohibited
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	<ul style="list-style-type: none"> • If on-campus, PIN Users <u>must</u> utilize Georgia Tech Fuel Stations located at Georgia Tech Fleet Services. NO EXCEPTIONS. Use of off-site gas stations is a secondary resource. • PIN User must enter the odometer reading at the time of fuel purchase. • The PIN user accepts full responsibility for the purchases made with the GEORGIA TECH Fuel Card & Pin.
<p>Department Supervisor/Approver</p>	<ul style="list-style-type: none"> • Must review all fuel card transaction of supervised PIN users to ensure compliance with state and departmental policies and procedures. • Must complete the <u>Pin User & Supervisor Training & Certification</u> • Must sign the <u>Fuel Card User Agreement & PIN Request Form</u> to approve the request of a PIN for users under his/her supervision. • Notify Georgia Tech Fleet Services when cardholder resigns, transfers, or is terminated. Complete <i>The <u>Fuel Change Request Form</u></i> and submit electronically to Georgia Tech Fleet Service. • Monitor transaction to ensure all purchases are for Georgia Tech Official Use Only and avoid misuse and fraud • Ensure all PIN Users utilize Georgia Tech Fuel Stations located at Georgia Tech Fleet Services, for <u>all</u> onsite transaction. NO EXCEPTIONS. • Review Monthly WEX Report sign for approval. • All signatures must be original signatures • Submit WEX report and any documentation for all supervised users to the Georgia Tech Fleet Services Department. • Supervisor must submit the signed WEX report to Georgia Tech Fleet Services on or before the 15th of each month.
<p>Fuel Card Coordinator</p>	<ul style="list-style-type: none"> • Fuel Card Coordinator • Develop written internal policies and procedures governing the use of the Fuel Card • Ensure compliance with State Fuel Card policies and procedures • Develop a method for reporting misuse & fraud, detailing the consequences. • Create a fuel card inventory system • Develop a training program for all PIN users, supervisors and directors to ensure understanding of policies, procedures, and consequences of misuse of the fuel card program • All departmental monthly reports must be maintain in the Georgia Tech Fleet Services Office. • Responsible for the ordering, deactivating, cancelling and collection of fuel cards and pins. <i>(The Fuel Change Request Form must be completed by the department supervisor for any changes to be made.)</i> • Provide the monthly WEX report to department supervisors for review and monthly reconciliation. • If the fuel card is inactive for 30 days, inactivity may result in suspension/cancellation. Supervisor will be notified.

Fuel Card Application Process

The application process outlined below is a requirement for all new PIN users. In order to obtain a Fuel Card please adhere to the following steps:

I. Review & Complete Fuel Card User Agreement & PIN Request Form
II. Complete Fleet Services Fuel Card Training (Online)
III. Print PIN User & Supervisor Training Certificate
IV. Complete Class C Operator Training (Online)
V. Print Class C Operator Training Certificate
VI. Submit All Documents to Georgia Tech Fleet Services

- The application process requires the completion of the **Fuel Card User Agreement & PIN Request**. This form must be signed by the Employee/PIN User and Supervisor.
- The online trainings will be accessible via [Georgia Tech Trains Web](#) and the [Georgia Tech Fleet Services](#) website. It is required for all fuel card program participants (PIN user, supervisor, director) to complete this training.
- The Fuel Card User Agreement & PIN Request Form and Online Training Certificate must be submitted to the Georgia Tech Fleet Services Office in order for a PIN to be provided.

Prohibited Use of Fuel Card

The fuel card shall **only** be used to purchase fuel for use in Georgia Tech owned vehicles and equipment used for official Georgia Tech business. Therefore it is imperative that PIN users, supervisors and directors understand the type of purchases that are strictly prohibited by State and Georgia Tech Fleet policy.

1. Personal purchase of any kind, including fuel for personal vehicles
2. Cash advances
3. Gift Cards
4. Car Washes
5. Alcoholic beverages
6. Tobacco products
7. Food, ice, beverages or related items including “snacks” while traveling on official Georgia Tech business.
8. Other purchases not specifically “Unleaded 87 Octane fuel for gasoline powered vehicles”

NO EXCEPTIONS will be granted unless otherwise indicated.

Program Compliance

- Supervisors/Approvers must review the WEX report and any additional documentation monthly to ensure PIN users are in compliance with current written state and Georgia Tech policies and procedures regarding the purchase of fuel using the fuel card and PIN.
- PIN Users may not approve their own fuel transaction report.
- Supervisor approval and reconciliation is required without exception.
- Supervisors must submit the signed WEX report to Georgia Tech Fleet Services by the 15th of every month, to avoid user PIN suspension.

- To ensure continuous understanding of State & Georgia Tech Fuel Program Policies and Procedures an annual recertification will be required for all Fuel Card Program participants (PIN Users, supervisors).

Consequences of Non-Compliance

Any misuse of the card will result in reasonable disciplinary action that may include a combination of the following:

1. Suspension of Fuel PIN Access:

- a. Drivers who fail to do the following will have their PIN suspended without exception.
 - i. Repeated failure to input the correct odometer reading when fueling vehicles
- b. Drivers suspected of fraudulent use, misuse, or abuse of the fuel card shall have their PIN suspended without exception.
 - i. PINs will only be reactivated when the PIN user's supervisor has reviewed the audit information provided by Georgia Tech Fleet Services and DOAS. DOAS authorization is required to restore privileges.

2. Termination of Fuel Card PIN

- a. Fuel card PIN will be terminated once fraudulent use, misuse, or abuse has been investigated and confirmed.

Documentation

Supervisor Requirement

- a. Georgia Tech Fleet Services will provide the Supervisor with the monthly WEX report.
- b. The Supervisor will be required to sign and date the WEX report to acknowledge reconciliation has occurred.
- c. The WEX report should be submitted to the Georgia Tech Fleet Services on the 15th of every month.

For more information contact Georgia Tech Fleet Services:

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