



BASTROP COUNTY PURCHASING DEPARTMENT

FLEET FUEL CARD POLICY

804 PECAN STREET, BASTROP, TEXAS 78602 • TEL: (512)581-7110 • FAX: (512)581-4228
EMAIL: PURCHASING@CO.BASTROP.TX.US

SUBJECT: US BANK/ VOYAGER CARDS
Policy: 6.1 General Policy

A. Purpose

A fuel card or fleet card is used as a payment card most commonly for gasoline, diesel, and other fuels at gas stations. Fleet cards can also be used to pay for vehicle maintenance and expenses at the discretion of the fleet owner or manager. The purpose of the Fleet Fuel Card Program is to provide the county with an efficient and controllable method of making fuel and maintenance purchases. By using the fuel card, it will simplify the payment process and take advantage of the rebate program the card provider offers

B. Procedure

1. Introduction

- a. Bastrop County has changed fuel card providers, US BANK/Voyager. Employees will NO longer be able to use the Texas Fleet Fuel cards. This policy will provide rules of use and provide links to utilize the mobile app for US BANK/VOYAGER that will allow the user to find nearby service providers along with current fuel cost. Cardholders may initiate a transaction, within the limits of this policy/procedure and receive goods/services. Payments to vendors will be made by the Fuel Card Company. Accounts Payable will make monthly payments at the end of the billing cycle.
- b. The Purchasing Department will assist you with any questions that you may have, in regards to the Bastrop County US BANK/VOYAGER account.
- c. ONLY the Purchasing Staff has the authority to contact US BANK/VOYAGER and make changes to the Bastrop County account.

2. Authorized Procurement Card Use

- a. Official Uses for the US BANK/VOYAGER cards:
 - a) Fuel (Gasoline/Diesel)
 - b) Maintenance
 - Ex. Bobby's Automotive
 - Mechanical & Electrical Repairs
 - Oil and Lube
 - Filters, Belts & Hoses
 - Tires
 - Wiper Blades
 - c) Car Washes
 - Ex. Lost Pines Car Wash
 - *ALL Voyager charges at lost pines MUST be paid for in the Lube*

Center.

- d) Any purchasing outside of fuel must be pre-approved with a requisition through Purchasing Department.
- e) *** ALL Food and Drink purchases are prohibited on this card. Failure to adhere to this policy will be subject to disciplinary action up to and including termination.**
- b. Official Uses for the US BANK/VOYAGER cards:
- c. Fuel (Gasoline/Diesel)
- d. Any maintenance and/or repairs by an authorized maintenance shop (Per Department Head Approval)
- e. Point of Sale transactions ONLY (Card numbers Shall NOT be given over the phone)
- f. The total value of a transaction shall not exceed the established single purchase limit of \$500 or the monthly per card limit. If extenuating circumstances were to occur, the Administrator should be consulted immediately for guidance.
- g. Splitting purchases or making sequential purchases to avoid exceeding the maximum for a single transaction is strictly prohibited. Purchase limit per card per month must be adhered to.
- h. NO food or drink will be allowed for purchase on the fuel card. Failure to adhere to this policy will result in disciplinary action up to and including termination.
- i. A Cardholder who makes **unauthorized** purchases or carelessly or fraudulently uses the Fuel Card, shall be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the Bank or other associated costs in connection with the misuse. The Cardholder will also be subject to disciplinary action up to and including termination.

3. **Receiving a Fleet Fuel Card**

- a. All Fuel Cards are associated with an individual vehicle or piece of equipment and must be kept with that specified vehicle or piece of equipment. The purchasing department will assign each card to the card holders. Each card holder will have an individual pin number.
- b. The approved Cardholder shall be issued a copy of this policy and shall be required to attend a Fleet Fuel Card training session and sign an Employee Agreement. The Bastrop County Fleet Fuel Card Policy indicates that the Cardholder understands the policy and procedures and the responsibilities of a Fuel Card Cardholder.
- c. In the event of any extenuating circumstances, the Administrator may request a temporary increase in limits.
- d. In the event that the Cardholder needs a permanent limit change, the Cardholder must complete the Limit Change Application. This application must be signed by the Cardholder's Elected Official/Department Head. Included on this application are the limit change requested and an explanation of why the change is requested. After signatures are received, the original application will be sent to the Administrator for review.
- e. The Administrator has the authority to cancel or suspend a Fleet Fuel Card as required at any time as stated in this policy to protect the County's interests.
- f. The Administrator shall maintain all records of Fleet Fuel Card requests, authorizations, purchase limits, Cardholder transactions, and any lost/stolen/destroyed card information. Accounts Payable shall maintain records on cardholder transactions.

- g. The Administrator will provide training as required within this policy.
- h. Employee(s) understands that they have the option to download the mobile locator app for Android and Apple devices through the employee(s) mobile provider play store. This app will allow the employee to locate a service provider and see current fuel cost.
- i. If employee has any technical issues with the use of the US BANK/VOYAGER card, please call or email the Bastrop County Purchasing Department.
- j. If the US BANK/VOYAGER card is lost or stolen, employee must report the card as lost or stolen as soon as the employee is made aware of it.
- k. If employee suspects illegal use of the US BANK/VOYAGER card, it SHALL be reported as soon as possible,
- l. If employee has any technical issues with the use of the US BANK/VOYAGER card, please call or email the Bastrop County Purchasing Department.
- m. If a US BANK/VOYAGER Card is found, please turn in to the Purchasing Department.

4. Sales Tax

- a. Bastrop County is tax exempt. The Tax Exempt Identification Number (TEID) is 74-6000226.
- b. Cardholders are responsible for ensuring the vendor does not include sales tax in the transaction.
- c. If sales tax is included, the Cardholder will be responsible for ensuring that the vendor credits the sales tax back to the card no later than the following billing cycle. If the vendor does not credit sales tax back to the card, the Cardholder is responsible for reimbursing the tax amount back to Bastrop County.
- d. Cardholder will be provided a copy of Bastrop County's tax exemption certificate upon request.

5. Cardholder Record Keeping

- a. Whenever a Fleet Fuel Card purchase is made, documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder's Audit Report.
- b. When the purchase is made over the counter, the Cardholder shall retain the invoice and original "customer copy" of the charge receipt.
- c. Prior to turning in the receipt, the Cardholder is responsible for making sure the vendor lists the quantity and fully describes the item(s) on the charge slip or invoice with NO tax included. The cardholder is responsible for putting their name on the receipt according to the department head discretion.
- d. All receipts must be turned in daily to the Department Head. Missing receipts must have a card request form submitted in the packet.
- e. Failure to adhere to these policies and procedures may result in disciplinary action up to and including termination.

6. Department Head Record Keeping

- a. Department Heads are responsible for turning the Fuel Card Packet.
- b. Packets must be turn in weekly, every Monday to:
 - Purchasing Department
 - a) Lynsey Kennemer
 - b) Lynsey.Kennemer@co.Bastrop.tx.us
- c. Packets must include:

- the Weekly Reconciliation Log
- scanned copies or originals
- Originals must be tapped to an 8X11 sheet of paper.
 - a) No Staples
- d. You are only REQUIRED to sign and code the reconciliation log only. Not the individual receipts. The Reconciliation Log is a PDF Fillable file
- e. The packet can be turned in via email or in person.
- f. Failure to adhere to these policies and procedures may result in disciplinary action up to and including termination.

7. Changes to the Fuel Card

- a. All changes must be submitted on the Card Request Form to the Bastrop county Purchasing Department via email or in person.
 - Adding New Employee
 - Changing Name, Vehicle, Pin#
 - Increase to Limit, Daily Transaction numbers, Date
 - Termination: Lost or stolen
 - Missing Receipts

8. Card Security

- a. It is the Cardholder's responsibility to safeguard the Fleet Fuel Card and account number to the same degree that a Cardholder safeguards his/her personal credit information.
- b. The Cardholder must not allow anyone to use his/her PIN/ ID number. A violation of this trust will result in that Cardholder having his/her card revoked and disciplinary action up to and including termination.
- c. If the card is lost or stolen, the Cardholder shall immediately notify the Purchasing Department and the Administrator.
- d. A new Fuel Card shall be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be destroyed by the Administrator.

9. Cardholder Separation

- a. Prior to separation from the County, or transfer to another department, the Cardholder shall surrender the Fuel Card and current Purchasing Log to his/her approved Supervisor. Upon its receipt, the approving Supervisor shall review, approve, and forward the month end Audit Report and the Fuel Card to the Administrator.

If you have any questions concerning this fuel and maintenance card system please contact the Purchasing Department 512-581-7110 or purchasing@co.bastrop.tx.us.

Driver Acceptance Statements

- I understand that I have been issued a fuel card and driver ID/PIN authorizing me to fuel company vehicles only.
- I understand that the fuel card is NOT to be used for personal vehicles or non-business purposes. Using the fuel card for any purpose other than County use will be considered theft of County property.
- I understand that the fuel card and/or driver ID/PIN identifies me by name on fuel invoices and reports and that I am responsible for all transactions made with the fuel card and driver ID/PIN. **I will not share my**

driver ID/PIN with anyone else. If I suspect another driver knows my driver ID/PIN, I will immediately notify my supervisor.

- I understand each time I use the fuel card, I am required to completely fill the fuel tank and enter an accurate odometer reading so that the company can track miles per gallon (MPG), cost per mile (CPM) and required vehicle maintenance intervals.
- I understand failure to adhere to these policies and procedures may result in disciplinary action.
- I understand that any and all maintenance transactions must be approved before the work has been completed.

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

Department Head Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Card Holder Signature: _____

Purchasing Department Signature: _____

Date: _____