



ADMINISTRATIVE MEMORANDUM POLICIES AND PROCEDURES

County of Jefferson

Board of Legislators

Office of the County Administrator

Section: PURCHASING

Issued: 05/01/2018

Subsection: 4.03 Fuel Card Services Program

Revised:

FUEL CARD SERVICES PROGRAM

POLICY:

The objective of this document is to provide guidelines for the Fuel Card Services program that allows fuel purchases for County-owned vehicles at retail fuel locations throughout New York State and nationwide when it is not practicable to fuel vehicles at County Highway Facility. The cards may only be used to purchase fuel for County-owned vehicles and only for official government business purposes. Personal use of cards is expressly prohibited.

PROCEDURE:

- The Purchasing Department shall be the contact point for the program and shall be responsible for the set up and maintenance of the fuel cards and PIN numbers assigned to each employee. Each Department will be responsible for notifying the Purchasing Department when new cards are required, if any card is lost, when any changes to employee PINs are required, and when an employee separates from County service.
- One fuel card is assigned to each vehicle and a distinct PIN number assigned to each employee who is designated by the Department head.
- Driver ID/PIN numbers are confidential and should not be shared with anyone.
- Each fuel card is specifically programmed and issued for one specific vehicle and is to be used for fueling that vehicle only.
- The County may set controls for each card that may limit use by location, days/times, number of transactions, and number of gallons allowed.
- Drivers should use discretion in choosing fuel locations. This may include selecting the most competitive fuel provider in situations where multiple providers are within close proximity to one another. Every reasonable effort should be made to select the participating vendor with the lowest displayed fuel price.
- Drivers are to purchase regular grade unleaded fuel, rather than mid-grade or premium unleaded. If appropriate for the vehicle, diesel fuel may be purchased.
- Drivers should use self-service pumps rather than full-service.

- When using the card, the odometer reading of the vehicle must be entered at the pump along with the individual PIN number.
- The user is required to obtain a receipt for purchase at the pump, and submit it to the Department's accounts payable clerk as verification of the expense for payment of the monthly invoice. The receipt will reflect the retail price advertised at the pump, but the invoice will reflect a net amount due after deductions for taxes and the aggregate contract discount is applied.
- The Auditing Department shall download monthly invoices from the vendor website and email the invoices to the respective Departments for payment. The invoice shall include PIN number, transaction dates, gallons, and dollars for each card used during the month. Each Department shall enter the invoice into the County financial system for payment with the scanned receipts obtained for each purchase attached, as per Administrative Policy 1.05 Audit of Claims.

REFERENCE:

1. Jefferson County Resolution No. of 2018

ISSUED: May 1, 2018

Robert F. Hagemann, III
County Administrator