Fuel Card Policy Manual
I. Program Overview
The State of Georgia Fuel Card (“the Card”) is a charge card designed to enable authorized State of Georgia employees to make fuel purchases for vehicles and equipment used for official state business.

Contract Information
The Fuel Card Program (Program) utilizes a card issued by Wright Express Financial Services Corporation (Bank) pursuant to a contract awarded by DOAS State Purchasing Division (“SPD”) in February 2006. The card is accepted at all retail fuel stations participating in the Wright Express network. Specific information regarding the current vendor for the state fuel contract is provided on the Office of Fleet Management (OFM) website at www.doas.georgia.gov. A link to the Wright Express web site is provided for additional information regarding the current program.

Requirements for Use
The Wright Express card is the only fuel card authorized for use by employees of any state Entity. As such, state Entities may not provide or subscribe to any other fuel programs or services, systems, or products other than those provided by DOAS Office of Fleet Management (“OFM”). State Purchasing Cards (“P-Cards”) and Travel Cards shall not be used to purchase fuel or repair services for state vehicles unless authorized in advance by the State Cards Program Manager with SPD.

Card Types
The state fuel card program consists of two distinct fuel cards, each with its unique operational purpose to acquire fuel for agency missions.

The Gold primary fuel card is intended for the purchase of fuel for passenger-carrying vehicles, which are assets with unique Original Equipment Manufacturer identification numbers (i.e. Vehicle Identification Numbers (VIN), serial numbers, engine numbers, etc.) as well as all vehicles and equipment capable of tracking meter readings (i.e. hours, mileage). Assets assigned a Gold Card may include but are not limited to:

- Passenger-carrying vehicles (e.g. sedans, vans, SUVs, trucks, motorcycles, crossovers, etc.).
- Off-road equipment (e.g. Backhoes, loaders, graders, skid steer, auxiliary generators, stationary generators, etc.).
- Federally owned vehicles,
- Temporary loaner or donated vehicles,
• Georgia Perimeter College pool vehicles,
• Leased vehicles (leases greater than six months),
• Long-term commercial rental vehicles (rentals greater than six months)

A **Red Card or secondary fuel card** (typically assigned to supervisors) is to be used for fuel procurement exceptions, such as emergency use and purchase of minimal quantities of fuel (i.e. less than 10 gallons) where meter tracking is neither practical nor cost-effective. Examples of Red Card use may include:

- Emergency fuel procurement by designated supervisors during natural disasters or other emergencies where health and safety of the public may be otherwise at risk.
- Mobile or auxiliary fuel tanks either trailer mounted or affixed to passenger-carrying vehicles without unique identification numbers and ability to track meter readings (i.e. odometers, hours).

**Note:** For audit and control purposes, auxiliary fuel tanks must be tracked in the state’s vehicle repository as a component of the primary vehicle issued a Gold Card to account separately for fuel used to power the primary asset.

- Temporary use to fuel vehicles for damaged or lost gold cards,
- Temporary use for short-term commercial rental equipment,
- Refill fuel receptacles and small gas cans to service landscape equipment like mowers, weed whackers and similar. Exceptions may be made to fuel off-road equipment and auxiliary fuel tanks affixed to passenger-carrying equipment assigned Gold Cards for vehicle fuel.

**Requests for Fuel Cards and Personal Identification Numbers (PINs)**

**Fuel Cards**

All fuel cards will be issued through the Office of Logistical Services. Replacement cards and new equipment card request must be approved by the budget manager and submitted to Logistical Services.

- **Gold Cards** shall be issued to vehicles, not individuals, and are restricted to use with the vehicle to which it was issued.
- Only one fuel card shall be issued to a state vehicle.
- Separate fuel cards will be obtained for other equipment needs. All card information shall be documented in the State’s fleet management information system.
- Operators utilizing a commercial rental vehicle must pay for all fuel via a payment method other than the Fuel Card and submit receipts for reimbursement according to travel reimbursement procedures. (State Purchasing Cards (P-Cards) **may not** be used to purchase fuel).

- **Red Cards** shall be issued to agency supervisory or lead personnel only for use in controlled or emergency situations where it is not cost-effective to electronically monitor minimal quantities of fuel. Since purchases made with the red card cannot be tracked to a specific vehicle, there is a higher level of accountability for the assigned state employee. All Red Card use requires the responsible party to track all fuel purchased using the designated Red Card Transaction Log (form SPD-FC002) provided by...
DOAS and available on the DOAS website. All transaction logs will be submitted monthly with their fuel card statement.

**Pin Numbers**

Employees required to drive vehicles or operate equipment will receive a Personal Identification Number (PIN) that can be used with any fuel card assigned to a College Fleet Vehicle.

The issuance of PINs will be requested from Logistical Services. Drivers will submit a PIN Request Form to Logistical Service’s Card Coordinator. (Allow 3 days for processing) Upon receipt of pin request, Logistical Services will verify that an up to date “Driver’s Acknowledgement Form” is on file for the requester.

WEX Online™. PIN creation, assignment and usage must comply with the following requirements:

- PINs shall not be shared.
- Use of the PIN serves as an electronic "signature" of the person to whom it is issued.
- PINs can be used by the individual with any card on the account.
- Generic PINs are prohibited (e.g., one PIN for an office/department).
- Vehicle numbers, employee numbers and other easily obtained or guessed numbers will not be used as PINs.
- PINs will not be written on the card.
- Compromised PINs must be cancelled immediate.

**Other Requirements**

In order to assist the state in monitoring its fleet costs, card users shall make every reasonable effort to enter the accurate vehicle odometer or meter reading at the time the fueling transaction takes place with Gold Cards to ensure detailed vehicle mileage data is captured in the State’s fleet management information system. For Red Cards, odometer entries will be replaced with the specified codes on the accompanying Red Card transaction Log for monitoring and reporting purposes.

**II. Use of the Fuel Card for Personal Purchases Prohibited**

Under no circumstances is an employee permitted to use the Fuel Card for personal purchases including fuel for personal vehicles or other non-State owned or operated vehicles as identified under Card Types in Section I above. Such use will result in disciplinary action, up to and including termination from State employment and criminal prosecution. O.C.G.A. §50-5-80 states that any employee who knowingly uses the card for personal purchases under $500 is guilty of a misdemeanor. An employee who knowingly uses the card for personal purchases of $500 or more is guilty of a felony punishable by one to 20 years in prison. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as fuel card users.

**III. GPC Program Roles and Responsibilities**

The Purchasing Card Coordinator serves as the official liaison between Georgia Perimeter College, the State Cards Program Manager and Office of Fleet Management (OFM) for all matters related to the Program.

**Associate Director of Logistical Services**
1. Program Administration
   i. Overall responsible for the fuel card program, training & compliance, responsibilities to include;
      (a) Development and enforcement of Georgia Perimeter College Fuel Card policy;
      (b) Compliance with State Fuel Card Policy;
      (c) Monthly review of fuel card alert notifications to include:
         i. fuel types
         ii. non-fuel purchases
         iii. purchases outside of normal work hours
         iv. Multiple purchase on the same day
      (d) List in detail consequences of misuse or fraudulent use;
      (e) Reports fraud and abuse to the GPC leadership.

Purchasing Card Coordinator (Program Administrator)

1. Program Administration
   i. Enforces the internal policy governing the use of the Fuel Card and review monthly fuel reconciliation documents for policy compliance, assigns and maintains pin numbers. The following minimum requirements:
      (a) Ensure compliance with the State Fuel Card policies;
      (b) Set individual vehicle profiles in the fuel program to state recommended standards, found in the Appendix to this document, to prevent fraud, misuse or abuse;
      (c) Develop a method for reporting suspected misuse or fraudulent use;
      (d) Audits fuel card statements monthly, ensures all supporting documents and approvals are present;
      (e) Verifies fuel purchases comply with the State’s and GPC Policies monthly;
      (f) Documents and reports any policy violations to the Associate Director of Logistical Services;
      (g) Maintains all fuel card records in the same manner as the purchasing card records;
      (h) Verify statement amounts by department and updates Accounts Payable for payment.
   ii. Create a fuel card inventory system and conduct random checks to ensure each card is in the correctly assigned vehicle to preserve the integrity of the fuel transaction data.
   iii. Register as Card Program Administrator with State Cards Program Manager using Form SPD-CC001, Designation of Card Program Administrator. After initial registration, notify State Cards Program Manager of any changes in local Program Administrator information using Form SPD-CC001, Designation of Card Program Administrator.

2. Program Compliance
   i. Coordinate any exceptions to the State Fuel Card Standards and Guidelines with the State Cards Program Manager or his or her designee.
      (a) Initiate all requests using the Special Approval Request, Form SPDFC001.
      (b) Document review of the status of all exceptions on an annual basis to determine if the exceptions should still be granted and notify SPD of any revocations.
   ii. Documented and report compliance issues and communication (e.g. audits) to prevent and/or detect misuse or fraudulent use of the Fuel Card.
iii. Document, maintain and verify departmental approval for Fuel Card account information to include:
   (a) Ordering and receiving new and replacement cards;
   (b) Reporting lost or stolen cards;
   (c) Collecting and destroying cards when vehicles are taken out of service;
   (d) Deactivating PINs when card users transfer to jobs not requiring a Fuel Card, resign, or are terminated; and
   (e) Canceling cards in the WEX Online™ system immediately upon notification of theft/loss of a card.
   (f) Ensure agency vehicle operators enter accurate vehicle odometer readings at time fueling transaction occurs.

iv. Ensure that misuse or fraudulent use of the Fuel Card is documented. Minimum requirements include:
   (a) Documentation of the transaction (e.g. copies of receipts, invoices);
   (b) Evidence of who conducted the transaction, who approved the transaction, and when and how the misuse or fraud was discovered;
   (c) Documentation of personnel actions taken (e.g. cardholder was terminated); and
   (d) Notifying the Associate Director immediately when fraud occurs in order to properly meet the Bank’s guidelines regarding Bank reversal of transactions related to fraud.
   (e) Notifying the OFM and State Cards Program Manager immediately when fraud or misuse is discovered or suspected.

v. Ensure that a five (5) card limit is assigned to a supervisor or approving official in order to ensure adequate review of business need and documentation (transaction logs, receipts/invoices) for each purchase.

3. Training – Develop and conduct fuel card training program for all employees and supervisors/approving officials to include:
   i. Mandatory Fuel Card Agreement specifying terms and conditions for use of the card;
   ii. State Fuel Card Standards and Guidelines;
   iii. Internal Fuel Card policy;
   iv. User manual;
   v. Consequences for non-compliance and
   vi. Familiarity with all forms, including the Sales and Use Tax Exemption form and transaction log where applicable.

4. Using the Fuel Card
   i. Establish written internal procedures covering how to use the Fuel Card in order to ensure adherence to State Guidelines.
   ii. Monitor employee PINs for inactivity and deactivate PINs that are no longer needed.
   iii. Monitor card usage to determine cards that are being underutilized or that should be cancelled.
   iv. Establish written internal procedures for compliance with State Standards and Guidelines regarding documentation of transactions.
   v. Establish written policies to ensure vehicle operators enter accurate vehicle odometer readings and assigned PINs.

5. Accounting Requirements
i. Original transaction documentation will be maintained in the Purchasing Card coordinator’s office for the current fiscal year. Past years will be maintained and secured in the warehouse.

ii. Fuel Card Statements will be reconciled monthly using the following process:
   (a) The Budget Manager must complete a Monthly Fuel Card Reconciliation Form and submit it to the Fuel Card Coordinator, Purchasing office, Clarkston Campus by the 20th of each month;
   (b) The Budget Manager/Approver must sign Monthly Fuel Card Reconciliation Form;
   (c) In cases of suspected fraud or misuse, the Budget Manager/Approver must notify the Fuel Card Coordinator immediately; In the event of a lost receipt please complete a Lost Receipt Affidavit Form

iii. Card Coordinator will ensure that statement and accounting is passed on to Accounts Payable to ensure timely payment of the corporate monthly billing statement.

B. Supervisors/Approving Officials
Managers/Supervisors must review a record or report of all fuel card transactions to ensure drivers are in compliance with current published policies regarding the purchase of fuel and other items that may be purchased on the fuel card.

- Immediate action must be taken to correct any noted policy violations. Drivers are not allowed to approve their own fuel transactions and supervisor review and approval are required without exception.
- Supervisors or other persons assigned the responsibility of reviewing transactions must have a thorough knowledge of the job responsibilities of the employees under his/her supervision in order to determine if purchases are reasonable in terms of types of purchases made.
- Before approving the Fuel Card log and/or monthly billing statement, the supervisor must carefully review all documentation.
- Supervisor responsibilities include:

  1. Maintain knowledge of State Fuel Card Policy and internal policies and procedures on use of the Fuel Card.
  2. Request PINs for card users under his/her supervision.
  3. Notify the Program Administrator when a cardholder resigns, transfers, or is terminated from employment.
  4. Monitor transactions and card activity to ensure that all purchases are for legitimate State business use.
  5. Review all documentation to ensure:
     - Invoices/receipts and transaction logs have the required information;
     - Periodic review of logs used to record purchases for fuel for secondary or portable fuel tanks or cans made on the Red Cards. Comparisons to intake and output related to these purchases should be completed to ensure proper use of the fuel card for equipment. (See section V below.)
     - State Sales and Use Tax was not charged for non-fuel purchases, when permitted;
Purchases were for legitimate State business use;
Transaction logs contain the employee’s original signature;
Sign the transaction logs signifying review and approval for payment. This responsibility cannot be delegated to another person;
All signatures must be original signatures. Signatures made with rubber stamps are prohibited;
Submit all documentation for payment according to internally established procedures to ensure timely payment of the corporate billing statement.

C. Fuel Card Users
All card users are, in effect, purchasing agents for the State of Georgia and their individual employers. Accordingly, all card users must have a minimum understanding of the State Guidelines and internal policies governing the use of the fuel card. Card users must also be familiar with the provisions of O.C.G.A. §45-10-1 et.seq. regarding State Employee Code of Ethics and Conflicts of Interest. Card user responsibilities include:

1. Maintaining security of cards, account numbers, expiration dates, and PINs at all times. The sharing of PINs or use of generic PINs by multiple users is strictly prohibited.

2. Maintaining knowledge of State Fuel Card Guidelines as well as internal policies and procedures (e.g. Input accurate odometer readings).

3. Ensuring all purchases are allowable purchases according to State and internal Fuel Card policies.

4. When reasonable, obtaining “best value” for the State when making purchases with the Fuel Card. 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 vendor with the lowest advertised or displayed fuel price. Only regular unleaded gasoline shall be used unless higher octane or “premium” fuel is required by the vehicle operations manual provided by the manufacturer for that vehicle.

5. Maintaining all receipts as required by State and internal Fuel Card policies. Receipts must be kept in order to compare purchase history to monthly statements as well as for auditing purposes.
   i. If receipt has been lost and a duplicate cannot be obtained, the user will submit a Lost Receipt Affidavit, Form SPD-PC005. An employee can use the form no more than three (3) times in one fiscal year.
   ii. Use of the form more than three times in one fiscal year will result in suspension of card privileges.

6. Documenting and retaining of logs used for purchases made with the Red Cards as described in section IV below.

7. Submitting all documentation to the supervisor or other approving official by internally established deadlines in order to ensure timely payment of the monthly billing statement.

6. Documenting and retaining of logs used for purchases made with the Red Cards as described in section V below.
7. Submitting all documentation to the supervisor or other approving official by internally established deadlines in order to ensure timely payment of the monthly billing statement.

**IV. Use of the Cards**

This Policy establishes appropriate and inappropriate uses of the card. All purchases made with the Fuel Card must be for official State business.

The following procedures shall be followed when purchasing fuel from either a state operated or a participating retail-fueling site:

1. Verify that the vendor is a participant in the Wright Express network. In most cases, participating vendors can be identified by their displaying an image of the WEX card or listing Wright Express as an accepted payment type on their fuel pumps or other signage.

2. Follow the procedures that apply to the particular site and enter the correct information, including correct odometer readings, when prompted in order to purchase fuel.

3. Gasoline powered vehicles will use only regular unleaded 87 octane fuels. Higher cost/grade fuel will be used only if required by the vehicle operations manual provided by the manufacturer for that vehicle. Flexible fuel vehicles (FFVs) can operate on straight unleaded gasoline or any percentage of ethanol up to 85%. OFM will monitor this area for compliance by all state agencies.

4. The State utilizes two distinct card designs designating two card products intended for separate uses.

   ![State of Georgia Fuel Card](image)

   The “Gold Card”, pictured at left, is a yellowish gold card with the words **“For Official Use Only”** (see redcircle in image) appearing on the face below “Fuel Card”. It is designated for the purchase of fuel for the primary fuel tanks of State vehicles including cars, trucks and other on-road vehicles, vehicles which are assets with unique Original Equipment Manufacturer identification numbers (i.e. Vehicle Identification Numbers (VIN), serial numbers, engine numbers, etc,) and all vehicles and equipment capable of tracking meter readings (i.e. hours, mileage). All vehicle drivers/operators are required to record the accurate vehicle odometer/meter readings of the vehicle at the time of any fuel purchase. Whether this is done through an automated fuel dispensing equipment system or manually at bulk fuel sites, entries must be accurate. Odometer readings must be recorded on each fuel purchase where mileage is not obtained by automated processes for recording into the Fleet Management System. In the event an odometer entry error occurs during a fueling transaction, it is the responsibility of agency Fleet Manager to ensure the data is corrected in the fleet system within 2 business days.
The “Red Card”, pictured at left, has a red background and includes the words “For Equipment Use Only” along with “For Official Use Only” (see yellow circle in image) under the words “Fuel Card” on the face. This card is designated only for the purchase of fuel for secondary storage tanks for dispensing fuel at work sites as well as portable fuel cans or gas tanks and for use in portable equipment, lawn tractors, mowers, etc. and for emergency use. When used to fill secondary and/or portable tanks, all operators are required to maintain a log documenting the filling of the secondary/portable tank as well as the dispensing of fuel from that tank into the equipment/machinery actually consuming the fuel. The required log is the Red Card transaction Log (form SPD-FC002).

Use of either card for personal purchases is strictly prohibited and will result in disciplinary action, up to and including termination of employment and criminal prosecution.

A. Allowable Purchases
Except as provided in subsection F of this section, the fuel card shall only be used to purchase:

1. Fuel for use in State-owned vehicles and equipment used for official State business; and

2. In some cases where approved in advance and in the State’s best interest, fluids, car washes and minor miscellaneous items for state vehicles (i.e. incidental non repair/maintenance items only) whose value, taken together, shall not exceed $50 per month. All other non-fuel purchases or incidental purchases totaling more than $50 per month must be approved in advance by Logistical Services, OFM/SPD using the Fuel Card Special Approval Request (form SPD-FC001). Note:

B. Mileage Entry and Meter Rejects
Accurate mileage is the lifeblood of great fleet management and necessary for the State to effectively monitor vehicle utilization, track vehicle preventive maintenance compliance, predict accurate vehicle cost-per-mile, understand vehicle fuel miles-per gallon, forecast vehicle carbon footprints, calculate optimal vehicle lifecycles and other mileage related activities.

1. Vehicle Drivers are required to enter the correct odometer reading (excluding tenths of miles) at the time of the fuel purchase when prompted after inserting the fuel card into the fuel pump or when prompted by an attendant.
2. In the event that the vehicle operator makes an error in the odometer reading entry, the driver will notify the Fleet Manager located at the Clarkston Physical Plant to correct the information in the fleet management information system within 2 business days of notification.

3. Should the need arise, and in the event an individual operating a state vehicle blatantly enters an odometer reading that causes an “odometer reject”. A blatant odometer error or odometer reject occurs when the operator enters a number such as all zeros (000000) or a fictitious number that is not close to the vehicle’s current odometer reading (e.g., 123456, 999999, etc.). Office of Fleet Management (OFM), upon request by the Entity, may allow five business days during which to investigate any blatant error. If the blatant error is deemed to have been the result of fuel dispensing equipment failure and not operator error, then OFM will not impose the OTC on any Entity. OFM is a customer service agency and its intent is to obtain accurate vehicle mileage readings and not to impose fees or deactivate fuel cards.

4. State Entity contacts shall, within five business days of the request, respond to any OFM inquiry to investigate an odometer reject issue. In the event that the Entity fails to respond or make arrangements for an extension of the time period in which to investigate the odometer reject, OFM shall impose an OTC in accordance with the approved rate schedule or make arrangements to deactivate the vehicle fuel card until such time as arrangements are made by the operator’s Entity. Deactivated fuel cards resulting from non-compliance with this section of the policy will require the operator’s supervisor to contact OFM in writing (e.g. email request) to restore the fuel card to active status.

C. Reimbursements
1. Reimbursements for the use of the operator’s personal funds in order to purchase fuel and/or other services may be granted by their Entity as long as the data is provided to the Office of Fleet Management (OFM) & the GPC Fleet Manager to update these transactions in the data repository:
   i. When the operator has verified that the vendor accepts the Wright Express card and at the time when fuel was being purchased, there was a problem with either the PIN or card reader that could not be repaired prior to purchase; or
   ii. When the operator purchases from a vendor that is not a participant in the Wright Express network and there is no participating vendor in the immediate vicinity of the non-participating vendor.
   iii. At the discretion of OFM when circumstances indicate that the use of personal funds was necessary.

D. Prohibited Purchases
The following types of purchases are strictly prohibited. No exceptions will be granted unless otherwise indicated:

1. Personal purchases of any kind, including fuel for personal vehicles, non-State vehicles and/or rental vehicles used for travel on official State business
2. Cash advances
3. Gift cards
4. Alcoholic beverages
5. Tobacco products
6. Food, ice, beverages or related items including “snacks” while traveling on official business
7. Other purchases not specifically allowed under section A above.
V. Program Compliance
Managers/Supervisors must review a record and/or report of all fuel card transactions to ensure drivers are in compliance with current published policies regarding the purchase of fuel and other items that may be purchased on the fuel card. Supervisor that have Red or Gold cards under their control must review each transaction monthly and ensure the receipts match the statement and report any differences to the Card Coordinator at Logistical Services. Immediate action must be taken to correct any policy violations. Drivers may not approve their own fuel transactions and supervisor review and approval are required without exception. Card Coordinator will set limits to support daily operational requirements and ranges should not exceed expected daily expenditures. Possible fraud will be investigated by Georgia Perimeter College. GPC disciplinary procedures should be followed with employees found to have committed fraud, to include termination and possible prosecution. Entities will report all incidents of fraud involving the fuel card to OFM. The report should contain personnel information regarding the driver who committed the act, and will contain information detailing the manner in which the action was conducted, when and how it was carried out, and the cost involved. OFM will use this information to examine state fuel data for similar situations and to formulate advice and warnings for other Entities as required. OFM, through the Commissioner of DOAS, will notify the Georgia Bureau of Investigation (GBI) and the Office of the State Inspector General of any findings for possible administrative review and/or criminal investigation.

Consequences of Failure to Comply with Fuel Card Policy
Employees/supervisor failure to comply with these Guidelines shall be subject to one or more of the following sanctions:

1. Suspend Fuel PIN Access:
   i. Drivers failing to input the correct odometer reading when fueling vehicles shall have their PIN suspended immediately. Fuel PINs will only be reactivated when the card user’s supervisor has reviewed the policy with the driver in question and initiates a formal written request to the Fleet Manager/Card Coordinator to restore the driver’s card privileges (i.e. email request, memo, etc).
   ii. Drivers suspected of fraudulent use, misuse, or abuse of the fuel card from Process improvement and or Logistical Services shall have their PIN suspended immediately. PINs will only be reactivated when the employee’s supervisor and Logistical services has reviewed the audit information provided by DOAS along with the fuel policy with each driver in question and initiates a formal written request for DOAS to restore the driver’s card privileges (i.e. email request, memo, etc).
   iii. Failure to comply with any of the requirements outline in this policy will result in the following to include personal liability for fuel purchase expenses, or employment termination and criminal prosecution. Your strict compliance with these guidelines is essential.

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<th>First Exception Noted – Warning Notice</th>
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<tr>
<td>Second Exception Noted – Notice of Suspension of Access for 15 days</td>
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<tr>
<td>Third Exception Noted – Notice of Suspension – Logistical Services/Supervisor determine impact of card termination and forwards recommendations for VP approval</td>
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</table>
2. Terminate Fuel Cards: As a last resort, the Office of Logistical Service and/or Fleet Management (OFM) will terminate fuel cards of vehicles when fraudulent use, misuse or abuse has occurred, and the holding entity has not taken action to investigate or address the activity.