Administrative Services | COLLIN COLLEGE

The purpose of this document is to provide essential Fleet Fuel Card Program procedures. These procedures will establish controls and guidance to prevent abusive fuel card program practices, including but not limited to, fraud and waste. These guidelines, along with the Board's Employee Standards of Conduct (043500), must be adhered to by all Collin College employees that participate in the program. A Fleet Fuel Card is a privilege that may be revoked in cases of non-compliance with the following procedures.

Voyager is a Fleet Fuel Card Program administered by US Bank and billed through Impac Fleet. The Fleet Fuel Cards are specifically assigned to Collin College employees authorized by Human Resources to drive Collin College vehicles.

The Fleet Fuel Card Program is administered by the Accounts Payable department within Business Administrative Services. Emails related to the fuel cards should be sent to tcard@collin.edu.

A. How to Request a Fleet Fuel Card

1. Obtain Motor Vehicle Report(MVR) approval from Human Resources, per your job description, to drive Collin College vehicles.
2. Complete a Fuel Card Request in Workday and attach the email approval provided to the employee from Human Resources.
3. The request is routed to your Manager and Cost Center Manager for approval.
4. The request will then be routed to Accounts Payable to order the card.
5. Upon receipt of the new card, Accounts Payable will coordinate the required fuel card training.
6. Read, sign, and submit the Fleet Fuel Card User Agreement in Workday.

B. Roles and Responsibilities

1. Cardholder Responsibilities
   ➢ Read the entire Fleet Fuel Card Procedures.
   ➢ Attend training and sign the Fleet Fuel Card User Agreement before receiving the card.
   ➢ Sign the back of the card.
   ➢ Safeguard the fuel card by keeping it securely in his/her possession.
   ➢ Use the fuel card in accordance with these Fleet Fuel Card Procedures.
   ➢ Obtain fuel receipts for each fuel purchase. Photographs of the pump showing the amount of the fuel purchase are acceptable, in the event a paper receipt cannot be obtained.
   ➢ Destroy an expired or replaced card.

2. Approver Responsibilities
   The Approving Official is defined as the Manager/Cost Center Manager.
   ➢ Ensure all Fleet Fuel Card users adhere to the procedures.

- ➢ Ensure the user(s) fuel vehicles with regular gasoline, unless vehicle manufacturer requires an alternative type.
- ➢ Maintain all receipts for fuel.
- ➢ Monitor card usage and reconciling monthly billing to ensure charges are accurate and appropriate.
- ➢ Research and verify questionable and miscellaneous transactions.
- ➢ Analyze and compare miles driven, tank capacity, and fuel purchases for potential misuse/abuse.
- ➢ Report lost or stolen Fleet Fuel Cards immediately to Accounts Payable.

C. Authorized and Prohibited Purchases

1. Authorized Purchases
   The Fleet Fuel Card can be used in the following ways:
   - ➢ Purchase of regular unleaded gasoline, unless alternate type is required by vehicle manufacturer.
   - ➢ Roadside service, including but not limited to, towing is available 24 hours, 7 days a week.

2. Prohibited Purchases
   The following items are prohibited and should not be purchased using the Fleet Fuel Card:
   - ➢ Mid-grade or premium (supreme) unleaded gasoline, unless specifically required by the vehicle manufacturer. Fuel for personal vehicles.
   - ➢ Fuel for personal vehicles.
   - ➢ Commercial vehicle rentals.
   - ➢ Miscellaneous personal items, such as, but not limited to, food or beverages.
   - ➢ Non-fuel related commodities.

3. Non-Compliance
   Use of the Fleet Fuel Card is a privilege that can be revoked in cases of non-compliance to established procedures.

D. How to Use the Fleet Fuel Card

   The Fleet Fuel Cards are accepted at most major fuel vendors throughout Texas.

1. Program Control Measures
   Program control measures require certain inputs from users when the card is being used. The following controls will be required by the card user:
   - ➢ Vehicle ID: last 6 digits of the VIN. If there is a letter, replace with a 0.
   - ➢ Odometer reading: enter as a whole number.

2. How to Use the Card at the Pump
   - ➢ If the gas station has readers located at the pump, use the Fleet Fuel Card at the pump. If there are no pump readers, see the attendant inside to process your transaction.
   - ➢ Swipe your card at the pump reader, Select "Credit". If you are given the choice between Voyager and Mastercard, select Voyager to gain the most benefits.
   - ➢ The pump terminal will prompt you for the Vehicle ID. Enter the number and press

"Enter".

- ➢ The pump terminal will prompt you for the odometer reading. Enter as a whole number. Always enter the correct odometer reading and press "Enter".
- ➢ Always obtain a receipt for fuel purchases. Photographs at the pump showing the amounts are acceptable. Provide your Manager/Cost Center Manager with receipts for review and to complete the monthly reconciliation of purchases.

E. Lost, Damaged, and Stolen Cards

- ➢ In the event the card is lost or stolen, it should be immediately reported to US Bank Voyager at 800-897-6591 and Accounts Payable at tcard@collin.edu.

- ➢ If the card needs to be replaced because it is damaged or worn, contact Accounts Payable to request a replacement and return the old card.

F. Terminating a Fleet Fuel Card

- ➢ To cancel a Fleet Fuel Card, an email should be sent to tcard@collin.edu.

G. Violations of the Fleet Fuel Card

All transactions made with the Fleet Fuel Card are subject to periodic audits. These audits will include the review of fuel receipts, comparison of receipts and odometer readings, and verifying possession of assigned fuel card. Individuals who violate these fuel card procedures may have card privileges suspended or permanently revoked and may face additional disciplinary action.

1. Violations include, but are not limited to:
- ➢ Personal use of the Fleet Fuel Card.
- ➢ Failure to properly report loss or theft of a card in a timely manner.
- ➢ Allowing others to use your assigned Fleet Fuel Card.
- ➢ Not turning in receipts to Manager/Cost Center Manager.

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