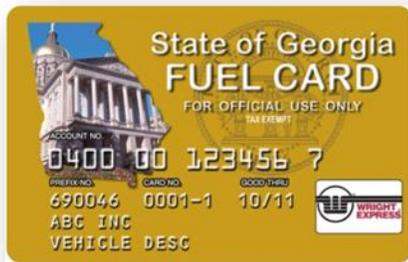


Statewide Fuel Card Standards & Guidelines

In Accordance with State Policy



Department of Administrative Services
State Purchasing Division &
Office of Fleet Management
in cooperation with
Office of Planning and Budget
Effective: March 1, 2010

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Statewide Fuel Card Standards & Guidelines

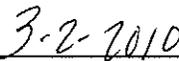
In Accordance with State Policy

Pursuant to an Intergovernmental Services Agreement entered into December 29, 2008, by and between OPB and DOAS, "DOAS will periodically prepare, publish and update policies and procedures regarding the use of any credit card used to purchase fuel or pay for repairs to state" owned vehicles.

According to the agreement, the policies and procedures shall not be effective until signed by both the OPB Director and DOAS Commissioner.



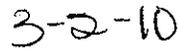
Trey Childress, Director
Governor's Office of Planning and Budget



Date



Brad Douglas, Commissioner
Department of Administrative Services



Date

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Georgia Department of Administrative Services
State Purchasing Division & Office of Fleet Management

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State of Georgia

Fuel Card Standards and Guidelines

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. The Card is offered by the Department of Administrative Services (“DOAS”) at no cost to participants in the program. The intent of this document is to provide the cost-effective guidelines for state entities to purchase fuel and related products for State-owned vehicles and equipment.

These guidelines are established pursuant to the Official Code of Georgia Annotated (“O.C.G.A.”), Section 45-12-73 (12) (A) and (C) which states that the Office of Planning and Budget (“OPB”) shall promulgate rules and regulations governing (A) The use of passenger-carrying automobiles purchased or leased by any office, agency, department, board, bureau, commission, institution, authority or other entity of the state; and (C) A system of billings for motor vehicle service including the provision of fuel, maintenance, and repair costs for motor vehicles which are owned or leased by any office, agency, department, board, bureau, commission, institution, authority, or other entity of the state.

Pursuant to an Intergovernmental Services Agreement entered into December 29, 2008, by and between OPB and DOAS, “DOAS will periodically prepare, publish and update policies and procedures regarding the use of any credit card used to purchase fuel or pay for repairs to state” owned vehicles. According to the agreement, the policies and procedures shall not be effective until signed by both the OPB Director and DOAS Commissioner. Pursuant to this policy, each entity of the state shall be subject to these guidelines.

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.

OFM in conjunction with the DOAS State Purchasing Division administers the contract on a statewide level. In this capacity, OFM and SPD personnel serve as resources for all program users in the areas of policy development and implementation, day-to-day administration of the program on a statewide level, audit, staff development, and cardholder training.

All State Agencies, the Board of Regents, Colleges, Universities, and technical schools, referred to as “Entity”, “Entities”, or “Program Users” in this policy, are required to use the WEX Online™ system provided by the Bank for card administration.

The terms of the contract with Wright Express also permit State Authorities and Commissions, local governments (counties), municipalities, school districts, community service boards and

special districts to use the program. DOAS recommends that local entities participating in the program adopt and adhere to these Statewide Fuel Card Standards and Guidelines; however, DOAS also recognizes that local governments are ultimately accountable not to DOAS but to the county Boards of Commissioners, city councils, or other governing bodies which approve local government budgets and oversee local government financial affairs. Accordingly, it is the responsibility of the appropriate governing body to put into place a fuel card policy and ensure their local entity adheres to that policy. The State Cards Program Manager and Office of Fleet Management approve all participation in the 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,
- Agency motor 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)

Except when delegated, the authority to issue Fuel Cards resides exclusively with OFM.

- 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 for rental vehicles.)
- 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 are subject to auditing and must be updated and available for inspection. (*See section V. Use of the Cards*)

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 vehicles operated by their Entity. The issuance of PINs will be managed by Entity Fuel Card Program Administrators utilizing 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 immediately.

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. Statewide Program Administration

A. State Fuel Card Standards and Guidelines

DOAS has developed these State Fuel Card Standards and Guidelines (Guidelines) to establish minimum standards for use of the Fuel Card. The Guidelines posted on the SPD web site will always be the official document governing the Fuel Card program. The effective date of the Guidelines will be in the footer of the document. SPD will maintain an archive of previous versions of the Guidelines which will be available upon request should the need arise.

B. State Cards Program Manager

The DOAS State Cards Program Manager will:

1. Serve as a central point of contact, along with OFM, on all issues of procedure and operations. This position and the Director of the Office of Fleet Management are the official liaisons between the Bank and all Program users.
2. Develop the State Fuel Card Standards and Guidelines in cooperation with OFM and in accordance with State Policy.
3. Review the Guidelines at least annually to ensure that they are in keeping with "best practices" in the fuel card industry and allow participants in the Program to utilize the Fuel Card to its utmost advantage within sufficient control guidelines.
4. Work with OFM to communicate all Program and Guidelines changes to Program Users.
5. Work with other areas of SPD, OFM and with other Program users to determine new ways that the Fuel Card can be used within legal and policy requirements if applicable.

6. Review all requests for exceptions to these Guidelines and decide on the appropriateness of each request in cooperation with OFM.
 - i. Approvals for use the Fuel Card to pay for vehicle repairs and maintenance are coordinated through OFM and the Entity's program administrator.
 - ii. All other types of exceptions must receive prior, written approval from the State Cards Program Manager or his or her designee for each occurrence.
7. Develop and maintain statewide Program forms. All card program official forms mentioned in this policy can be found on the State Purchasing Division web site at <http://statepurchasing.doas.ga.gov>. The versions on the web site will always be the latest versions.
8. Collaborate with OFM and the DOAS Professional Development unit to develop and maintain statewide training materials and manuals.

C. Director of the Office of Fleet Management

The Director of OFM, with the approval of the Commissioner of the Department of Administrative Services and the Governor's Office of Planning and Budget, may delegate to other State Entities the authority to issue fuel cards if:

1. The Entity has requested the authority; and
2. In the judgment of the Director, the Entity has the necessary resources and skills to perform the delegated responsibilities.

An agreement to delegate functions to a state Entity may be terminated by SPD/OFM if the results of administrative audits conducted by either OFM or SPD reveal a lack of compliance with the terms of the agreement on the part of the Entity. In the event that a fuel card issued by an Entity other than OFM is either lost or stolen, the operator shall immediately report the loss or theft of the fuel card to the issuing Entity. OFM may charge a lost card fee to replace displaced or damaged fuel cards.

The written delegation shall contain the following:

1. A precise definition of each function to be delegated;
2. A clear description of the standards to be met in performing each function delegated, including but not limited to:
 - i. a provision that all individuals receiving PINs are State employees and that PINs will be cancelled upon termination of employment;
 - ii. a provision that the PIN of any employee suspected of fraud, misuse, or abuse of the fuel card will be suspended or deactivated immediately;
 - iii. a provision that the vehicles for which the fuel cards are being issued are or will be state-owned vehicles assigned to the Entity;
 - iv. a provision that the state vehicles for which the fuel cards are being issued are in OFM's fleet management information system
 - v. a provision for periodic administrative audits by either OFM, or SPD
 - vi. a date on which the agreement shall terminate if the agreement has not been previously terminated or renewed
 - vii. a provision for uploading historical fuel transaction data to the approved state fleet management information system for purposes of analysis and reporting.

An Entity given the authority to issue fuel cards shall not:

1. Issue fuel cards for vehicles not in OFM's fleet information system or
2. Assign PINs to non-State employees.

D. DOAS Office of Fleet Management

1. OFM, upon request, shall provide to each Entity a monthly report showing all active and/or inactive fuel cards issued to the respective Entities.
 - a. In the event that a fuel card is no longer required due to card expiration, malfunction, loss, misuse, or the vehicle's disposal, the card shall be deleted from the system and identified as "expired" in the fleet management information system. No modifications to the fuel card shall be allowed.
2. Entities shall review their fuel transaction reports on a monthly basis and notify OFM of any discrepancies and/or suspicious transactions or activity discovered.
3. OFM shall investigate the transaction discrepancy and make the necessary changes to the fuel card program and to the fleet management information system.
4. Entities may request that a fuel card history report accompany the monthly active fuel card report.
5. Only designated Entity fleet coordinators or OFM have the authority to make changes to fuel card information and/or to delete fuel cards from the system.
6. In the event that a fuel card is either lost or stolen, the vehicle operator shall immediately report the loss or theft of the fuel card to OFM.

E. DOAS Process Improvement and Audits

1. The DOAS Process Improvement and Audits unit conducts periodic reviews of the programs at Entities under SPD purchasing authority. Reviews focus on the level of compliance with State Standards and Guidelines, adequacy of and compliance with internal policies and procedures, and evaluation of internal controls.
2. The unit issues reports providing an assessment of the Program, makes recommendations for improvement when warranted, and works with the Program personnel to implement action plans to make corrections or other improvements to the Program.
3. In those cases where it is determined that internal controls are not adequate, Process Improvement and Audits has the authority to require policy improvements and/or place other restrictions on the local card program until such controls are developed, documented, and implemented.

IV. State Entity Program Roles and Responsibilities

The Agency Fleet Coordinator serves as the official liaison between the entity, the State Cards Program Manager and OFM for all matters related to the Program. This individual usually serves as the Fuel Card Program Administrator (Administrator), although any or all of the following administrative responsibilities may be delegated to one or more Card Program Coordinators, depending on the size and complexity of the program.

A. Fuel Card Program Administrator

1. Program Administration
 - i. Develop the internal policy governing the use of the Fuel Card to include 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) Define responsibilities of Program personnel;
 - (d) Define criteria for obtaining a Fuel Card;
 - (e) Define and document acceptable use of the Fuel Card that cannot be less restrictive than State Fuel Card Standards and Guidelines;
 - (f) Develop a method for reporting suspected misuse or fraudulent use;
 - (g) List in detail consequences of misuse or fraudulent use;
 - (h) Create a provision for review of the internal policy for adequacy at least annually; and
 - (i) Create a provision for audit or other independent review of all areas of program administration and transactions at least annually.
 - 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.
 - iv. Designate the following Program administrative positions as needed and ensure coordination among the positions:
 - (a) Card Program Coordinators;
 - (b) Electronic Contact to handle data transmission matters; and
 - (c) Settlement Contact to handle monthly payment matters.
 - v. Work with management to identify job titles/positions within the organization that require a PIN.
 - vi. Develop written internal procedures for requesting Fuel Cards and approving employees for PINs.
2. Program Compliance
 - i. Establish written procedures to ensure compliance with, or request exceptions to, the State Fuel Card Standards and Guidelines, and the internal Fuel Card policy.
 - ii. 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 SPD-FC001.

- (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.
 - iii. Ensure that the entity has sufficiently documented internal controls and other measures (e.g. audits) to prevent and/or detect misuse or fraudulent use of the Fuel Card.
 - iv. Establish written procedures to ensure security over Fuel Card account information to include:
 - (a) Ordering and receiving new and replacement cards;
 - (b) Reporting lost or stolen cards to the Bank and to the Program Administrator and/or Coordinator(s);
 - (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.
 - v. Establish written procedures to 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 Bank 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.
 - vi. Establish appropriate limits on the number of vehicles 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 an entity-specific 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. Designate the storage location for all original transaction documentation.
 - ii. Establish billing discrepancy procedures, including disputed transactions.
 - iii. Establish reconciliation procedures between employees, supervisors/approving officials, and 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. Agencies can develop internal policies regarding this review as long as review is accomplished by supervisory personnel and the review is conducted at least monthly. 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:
 - i. Invoices/receipts and transaction logs have the required information;
 - ii. 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.)

- iii. State Sales and Use Tax was not charged for non-fuel purchases, when permitted;
- iv. Purchases were for legitimate State business use;
- v. Transaction logs contain the employee's original signature;
- vi. Sign the transaction logs signifying review and approval for payment. This responsibility cannot be delegated to another person;
- vii. All signatures must be original signatures. Signatures made with rubber stamps are prohibited;
- viii. 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 Entity's Program Administrator can determine if internal policy will allow use of the Lost Receipt Affidavit, Form SPD-PC005. If allowed, an employee can use the form no more than three 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 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.

V. 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. Internal policies governing use of the card can be more, but not less, restrictive than State Policy.

All fuel will be purchased using the state fuel card provided by DOAS unless procured from a bulk site operated by a state Entity. Entities are not authorized to have separate commercial fuel card accounts. Fuel shall not be purchased using the state Purchasing Card (P-Card).

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 fuel. 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.



The “Gold Card”, pictured at left, is a yellowish gold card with the words **“For Official Use Only”** (see red circle 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 each agency 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 OFM/SPD using the Fuel Card Special Approval Request (form SPD-FC001).

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. Drivers of state vehicles 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 or the Entity contact shall 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” in

accordance with OFM's automated process, OFM may impose on the Entity, a one-time charge (OTC) in accordance with applicable rates approved by OPB. Events leading to the need for this action would be addressed with the affected entity well in advance of such action being taken. 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.). 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 OFM 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. Bulk Fuel Sites

1. For all bulk fuel sites from which state vehicles obtain fuel:
 - i. Each Entity shall ensure fuel obtained at non-automated facilities is properly accounted for to prevent theft, misuse, fraud or abuse.
 - ii. All fuel obtained from bulk fuel sites shall be properly documented and entered into OFM's fleet management information system within five business days following the original transaction date.
 - iii. OFM shall provide Entities with access to the necessary interfaces, online forms or templates to enter this bulk fuel data into the statewide fleet management information system.

2. For those Entities operating bulk fuel sites that do not accept the State fuel card, it shall be the responsibility of the fuel site personnel to keep accurate records of all following information for entry into the fleet information system:
 - i. Date and time of each fuel transaction;
 - ii. Correct odometer reading;
 - iii. Operator's PIN;
 - iv. Vehicle number, license plate and VIN number;
 - v. Total gallons dispensed;
 - vi. Fuel product type. (i.e. unleaded, premium, diesel, etc.);
 - vii. Other information as required by OFM

E. Prohibited Purchases

The following types of purchases are strictly prohibited by State policy. No exceptions will be granted unless otherwise indicated. This list must be included in lists of prohibited purchases in policies at the Entity program level:

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.

F. Declared Emergencies and Natural Disasters

The Georgia Procurement Manual (GPM) grants authority to forego standard procurement requirements for needs arising from unforeseen causes. In cases involving the welfare of the general public, extreme weather conditions, or official declared emergencies, the Program Administrators are allowed to obtain after-the-fact approval for exceptions to this Policy.

1. Entity requests for a Red Card for use by a supervisor for emergency purposes may be approved provided the Entity:
 - i. Obtains approval in advance from OFM and SPD using form Fuel Card Special Approval Form (form SPD-FC001).
 - ii. Has a reconciliation or fuel transaction auditing process in place for the review of miscellaneous transactions in order to prevent theft, abuse, misuse, and fraud relating to the use of the card; and,
 - iii. Cooperates with OFM to insure all fuel dispensed using fuel cards not assigned to specific vehicles is properly documented for audit purposes and constitutes a legitimate state use.
2. Documentation for non-fuel transactions or fuel transactions outside the established profiles made during emergencies and natural disasters must follow guidelines for emergency purchases as contained in the Georgia Procurement Manual, including use of Form SPD-NI005, Emergency Justification Form, available in the SPD Official Forms section of Agency Resources on the State Purchasing Division web site.

VI. 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. Entities can develop their own policies regarding this review as long as review is accomplished by supervisory personnel and the review is conducted at least monthly. 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.

Entities will ensure that authorization controls are established for their fuel account with the state fuel card vendor. These limits will be set to support daily operational requirements and ranges should not exceed expected daily expenditures. OFM will assist Entities with establishing these controls and will audit these settings to ensure compliance with these requirements.

Internal audit procedures will be utilized to review all fuel bills for possible fraud. Possible fraud will be investigated by the Entity. Entity 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 State Guidelines

Employee or Entity 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 for OFM 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 shall have their PIN suspended immediately. PINs will only be reactivated when the employee's supervisor 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).
2. Terminate Fuel Cards: As a last resort, 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.
3. Hold Pending Vehicle Requests: Because mileage data is integral to monitoring vehicle utilization, OFM shall not process any pending Vehicle Requests by any

Entity until said Entity corrects the mileage data in question and OFM can analyze the Entity's vehicle and fuel card utilization in order to determine the necessity for the vehicle.

VII. Program Specific Safeguards

Wright Express provides two card management tools to assist in managing the program while minimizing the potential for fraud and /or misuse of the cards. ***Utilization of both of these tools is required to ensure all reasonable efforts are made to deter or prevent, identify and investigate possible fraudulent use by unauthorized parties as well as misuse of the cards by authorized users.***

1. Authorization Controls – Authorization Controls are designed to allow a program administrator or other official to establish rules governing use of the card. Limitations must be set to control the number, dollar value and frequency of transactions on the card. Transactions exceeding the limits established through Authorization Controls are declined based on the limitations set in “Profile Manager”. Fleet Coordinators are required to establish the state-defined Authorization Controls available to all Entities. ***Contact OFM for assistance with the set up and activation of this functionality.*** Variation of or changes to the standard levels in these Authorization Controls must receive prior approval from the State Cards Program Manager and Office of Fleet Management.
 - i. The State Purchasing Division and Office of Fleet Management will conduct periodic evaluations of Authorization Controls in order to maximize appropriate use of the Fuel Card. The Fleet Coordinator and OFM will consult with other card program personnel within State Purchasing Division and/or outside State Purchasing Division when establishing or modifying these groups.
 - ii. Entities can request modification to Authorization Controls and/or the creation of customized Authorization Controls to meet specific needs. Program Administrators can request prior, written approval for exceptions to this policy using Form SPD-FC001, Special Approval Request.
2. Purchase Alerts - The Wright Express system provides Fleet Coordinators the ability to receive e-mail notifications when a card user has violated one of the purchase guidelines established for accounts. This feature is required to be utilized since it will alert fuel card program management to potential misuse or fraud on the cards and take actions necessary to limit the risk associated with such activity. As with Authorization Controls, OFM and SPD in cooperation with users will establish default settings that will be utilized. ***Contact OFM for assistance with the set up and activation of this functionality.*** Once established, variations from these default settings must be approved in writing. Unless otherwise authorized by OFM/SPD an Entity's customized Purchase Alerts may not be less restrictive than the State's defined Purchase Alerts.
3. Other Internal controls must include:
 - i. Appropriate separation of duties between making transactions (card users), review and approval of transactions for payment (approving officials), and payment of the monthly billing statement (Accounts Payable).

- ii. Weekly independent review of all PIN maintenance activity if the Card Program Administrator is also assigned a PIN.
 - iii. Appropriate hierarchical review and approval of purchases by someone with supervisory authority and/or with the authority to question purchases if needed.
 - iv. Appropriate limits on the number of vehicles assigned to a supervisor or approving official in order to ensure adequate review of business need and documentation (transaction logs, receipts/invoices, and monthly billing statement) for each purchase.
 - v. Provision for an annual independent audit or review of the Fuel Card program by the Card Program Administrator, Internal Audit unit, or other unit assigned audit responsibilities. Reviews must address:
 - (a) Adequacy of internal policies and procedures;
 - (b) Appropriateness of vehicle profiles;
 - (c) Adequacy of review, reconciliation, and payment procedures; and
 - (d) Adequacy of documentation for transactions.
4. PIN Issuance Requirements
- i. Card users must be official state employees. There will be no exceptions to the following:
 - (a) PINs will not be issued to non-state employees.
 - (b) PINs will not be issued in the name of a Department or work unit to be shared by multiple designees.
 - (c) PINs will not be issued to employees of foundations associated with any entity.
 - ii. An employee's supervisor and the Program Administrator must approve an employee's application for a PIN.
 - iii. All training requirements as described in this Policy must be met before a designee receives the PIN.
 - iv. All users issued PINs must review and sign a Fuel Card User Agreement, form SPD-FC003, available on the DOAS website.

VIII. Legal Issues

A. Failure to Comply with Laws, Policies and Procedures

Employees or supervisors/approving officials who knowingly, or through willful neglect, fail to comply with the following may be subject to suspension or termination of card privileges or other disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law.

1. Official Code of Georgia, Annotated (O.C.G.A.), sections related to governmental purchasing.
2. State Fuel Card Standards and Guidelines.
3. Internal policies and procedures governing procurement and the Fuel Card Program.

The State Cards Program Manager, State Purchasing Division and the Director of Fleet Management, Office of Fleet Management, reserve the right to withdraw any authority or

delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

B. Payment of State Sales and Use Tax

One of the benefits of utilizing the Wright Express program is that the bank automatically removes all eligible taxes on fuel purchases prior to invoicing the state. However, for non-fuel purchases:

1. O.C.G.A. §48-8-3(1) exempts purchases made by Agencies from State Sales and Use Tax when payment is made with appropriated funds.
2. O.C.G.A. §48-8-3(8) exempts purchases made by the Board of Regents, Colleges, and Universities from State Sales and Use Tax.
3. Drivers must present the Department of Revenue Sales and Use Tax Exemption, Form ST-5, to merchants upon request when making non-fuel purchases. This form is available on the Department of Revenue web site at etax.dor.ga.gov by searching for ST-5.
4. Drivers are responsible for ensuring that merchants do not charge tax on non-fuel purchases.
 - i. If taxes are charged, the driver must contact the merchant to obtain a credit to the card.
 - ii. Credits cannot be obtained by any other method, including, but not limited to, cash, gift card, gift certificate, or store credit.
 - iii. Documentation of attempts to obtain credit for any State Sales and Use Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

C. Records Retention Requirements

The Office of the Secretary of State maintains the official Records Retention Schedule for the State of Georgia. This information is available on their web site at sos.georgia.gov by searching for Records Retention Schedule.

1. Documents related to transactions are accounting records and must be maintained according to the requirements of Accounts Payable Files.
2. Documents related to the issuance of PINs to employees are accounting records and must be maintained according to the requirements of Credit Card Administration Records.

Appendix

I. Standard Guidelines

The state employs five basic guidelines to ensure an effective fueling policy prevents misuse, fraud, waste and abuse:

- A. Enforcing limits at the time of purchase. The most effective way to enforce a fleet fueling policy is to set limits so that purchases outside the limits are not even allowed.
- B. Restricting non-fuel products and service amounts.
- C. Controlling the location, days, and times of purchases. Frequent fuel purchases made with the fuel card outside of business hours are a potential indication of waste and abuse. Administrators should:
 - 1. make sure drivers purchase fuel only during business hours
 - 2. look for fuel purchases that exceed tank capacity, and
 - 3. prohibit multiple purchases in a single day whenever possible.
- D. Encouraging drivers to fuel at locations with pay-at-the-pump service. Drivers will save valuable time and get on the road faster by patronizing only pay-at-the-pump locations. Paying at automated fuel pumps also accommodates mileage entry which the fleet management system relies on for accurate data.
- E. Stipulating the desired grade of fuel for each vehicle. The standard fuel for all state vehicles is unleaded regular. Every time a driver unnecessarily fills the tank with a premium or mid-grade fuel, the state wastes as much as 10¢ to 25¢ more per gallon - or approximately \$2 more per tank of gas. All other grades of fuel must be approved by the Office of Fleet Management. OFM shall approve non approved fuel grades based on the manufacturer octane recommendations.

II. State Vehicle Fuel Profile Standards

The following are the minimum fueling standards for each individual card to be configured. Any exceptions to these standards must be approved by the Office of Fleet Management and SPD. **(For assistance with these settings and how they are used, contact the Office of Fleet Management, Department of Administrative Services.)**

- A. Transactions per day: Varies by card and vehicle type. See WEX Profile Templates below. Exceptions must be approved by OFM and SPD.
- B. Out of state transactions are to be limited to the surrounding states: (i.e. Georgia, Alabama, Tennessee, South Carolina, North Carolina and Florida). Exceptions must be approved by OFM and SPD.
- C. Standard off hour transactions will be set between 11:00pm to 4:00am. Note: This does not restrict access to fueling vehicles during these hours.
- D. Day of the week transactions must be set to notify management when a fueling transaction takes place on Saturday or Sunday. Exceptions must be approved by OFM and SPD.

- E. Dollars per day including fuel and non-fuel purchases: Varies by card and vehicle type. See WEX Profile Templates below. Exceptions must be approved by OFM and SPD. Exceptions must be approved by OFM and SPD.
- F. Dollars per total transaction, including fuel and non-fuel purchases: Varies by card and vehicle type. See WEX Profile Templates below. Exceptions must be approved by OFM and SPD. Exceptions must be approved by OFM and SPD.
- G. Gallons per transaction: See WEX Profile Templates below. Exceptions must be approved at the agency's request for specially vehicles on a case-by-case basis by contacting OFM and SPD in advance.
- H. The standard fuel type for state vehicles must be defaulted to "Unleaded regular", Compressed Natural Gas, Propane or Ethanol as the standard. Midgrade and Premium fuel will not be allowed without the approval of OFM and SPD. All Exceptions must be approved in advance.
- I. As vehicle technology changes occur and fuel prices increase, OFM and SPD will update these policy standards accordingly.

Note: DOAS encourages Entities where practical to use tighter standards than outlined above based on individual specifications of vehicle fuel tank size and estimated daily usage. Stricter standards aid in the prevention of misuse and fraudulent situations where fuel is obtained.

(Continued next page)

III. WEX Profile Templates

Profile I) GENERAL PURPOSE (PASSENGER VEHICLE)

Frequency - Daily				
Control		Limits		
Total Number of Transactions		3		
Total Dollars Per Period		300		
Total Gallons/Units Per Period (Fuel)		100		
Product Type Controls		Limit Per Transaction	Transactions Per Period	Dollars Per Period
✓	Fuel	100	3	300
✓	Parts & Services	50	1	50
✓	Quick Lube	75	1	75
✓	Oil & Fluids	15	1	15
	Roadside			
	General Mdse			

Profile II) LARGE PASSENGER VEHICLES (HEAVY-DUTY)

Frequency - Daily				
Control		Limits		
Total Number of Transactions		3		
Total Dollars Per Period		540		
Total Gallons/Units Per Period (Fuel)		180		
Product Type Controls		Limit Per Transaction	Transactions Per Period	Dollars Per Period
	Fuel	350	3	1050
✓	Parts & Services	50	1	150
	Quick Lube	0		0
✓	Oil & Fluids	50	1	50
	Roadside			
	General Mdse			

(Continued)

Profile III) EMERGENCY POLICE PASSENGER VEHICLES

Frequency - Daily				
Control		Limits		
Total Number of Transactions		4		
Total Dollars Per Period		300		
Total Gallons/Units Per Period (Fuel)		100		
Product Type Controls		Limit Per Transaction	Transactions Per Period	Dollars Per Period
✓	Fuel	300	3	300
✓	Parts & Services	50	1	50
✓	Quick Lube	50	1	50
✓	Oil & Fluids	25	1	25
	Roadside			
	General Mdse			

Profile IV) INDUSTRIAL VEHICLES (OFF ROAD-NON-ROADWORTHY)

Frequency - Daily				
Control		Limits		
Total Number of Transactions		3		
Total Dollars Per Period		900		
Total Gallons/Units Per Period (Fuel)		300		
Product Type Controls		Limit Per Transaction	Transactions Per Period	Dollars Per Period
✓	Fuel	350	3	1050
✓	Parts & Services	50	1	500
	Quick Lube			
✓	Oil & Fluids	25	1	25
	Roadside			
	General Mdse			

(Continued)

Profile V) RED CARD – EMERGENCY USE

Frequency - Daily				
Control		Limits		
Total Number of Transactions		10		
Total Dollars Per Period		1000		
Total Gallons/Units Per Period (Fuel)		300		
Product Type Controls		Limit Per Transaction	Transactions Per Period	Dollars Per Period
✓	Fuel	350	3	1050
	Parts & Services			
	Quick Lube			
	Oil & Fluids			
	Roadside			
	General Mdse			

Profile VI) RED CARD – EQUIPMENT USE

Frequency - Daily				
Control		Limits		
Total Number of Transactions		4		
Total Dollars Per Period		300		
Total Gallons/Units Per Period (Fuel)		100		
Product Type Controls		Limit Per Transaction	Transactions Per Period	Dollars Per Period
✓	Fuel	100	3	300
	Parts & Services			
	Quick Lube			
	Oil & Fluids			
	Roadside			
	General Mdse			

For additional templates or changes to existing templates contact OFM.

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