

CPCC - FINANCIAL SERVICES

PROCUREMENT FUEL CARD GUIDELINES AND PROCEDURES

Purpose

The CPCC Fuel Card program has been established to: enhance reporting, improve fuel usage tracking, and reduce fuel cost to the College by the elimination of state and federal fuel tax from CPCC budget along with the elimination of CPCC labor hours associated with the state fuel tax reimbursement process.

Employees who have been issued a Fuel Card may initiate a CPCC fuel purchase in person in accordance with these Fuel Card guidelines and procedures.

NOTE: The use of this Fuel Card does not change any of the existing CPCC or State of North Carolina Procurement rules and regulations. CPCC will only use the approved vendor noted in the NC Department of Administration Division of Purchase & Contract's Credit Card, Motor Fleet Fuel Term Contract (WEX Inc.).

Definitions and Responsibilities

Vendor: WEX Inc., the motor fleet fuel card company referenced in the NC contract.

Vendor Responsibilities:

- Issue and cancel Fuel Cards as directed by the Procurement Fuel Card Administrator.
- Invoice the College for Fuel Card Purchases.
- Apply payments received from the College for Fuel Card purchases made by the College.

Cardholder: CPCC full-time employee who has been issued a Fuel Card for College owned vehicles.

Cardholder Responsibilities:

- Purchase unleaded or diesel fuel for college-owned vehicles only.
- Ensure no improper use of the Fuel Card.
- Only use 'preferred suppliers' identified by the vendor.
- Retain all fuel receipts for audit purposes.
- Immediately notify the Procurement Fuel Card Administrator of any lost, stolen, damaged, or compromised Fuel Card.
- Return the Fuel Card to the Procurement Fuel Card Administrator prior to separation from CPCC.

- Submit, on a monthly basis, fuel receipts, the Fuel Card statement, and budget chargeback form (FS-25) to the Cardholder's supervisor for thorough review and signature approval.
- Submit Cardholder supervisor's approved fuel receipts, the Fuel Card statement, and budget chargeback form (FS-25) to Accounts Payable for secondary review and budget processing.

Cardholder supervisor: CPCC employee that the Cardholder reports to.

Cardholder Supervisor's Responsibilities:

- Thorough review of Cardholder's fuel receipts, and the Fuel Card statement for improper use of the Fuel Card.
- Approve, by signature, the budget chargeback form (FS-25) indicating their thorough review of the Cardholder's fuel receipts, odometer readings and Fuel Card statement. The Cardholder supervisor's signature approval of the budget chargeback form (FS-25) further indicates the Cardholder's fuel purchases were for college-owned vehicles and college business purposes only.
- Report improper use of the Fuel Card to the Procurement Fuel Card Administrator.
- Respond to inquiries from Accounts Payable and the Procurement Fuel Card Administrator for any suspected improper use of the Fuel Card identified by Accounts Payable.
- Notify the Procurement Fuel Card Administrator immediately when the cardholder separates from the College.

Procurement Fuel Card Administrator: CPCC employee ordering, issuing, and cancelling Fuel Cards. Procurement Fuel Card Administrator can be contacted at 704-330-6091.

Procurement Fuel Card Administrator Responsibilities:

- Ensure Fuel Card Employee Agreement form is filled out properly by the requestor and that the signature is approved by the requestor's supervisor.
- Maintain records of Cardholder's supervisor-approved CPCC Fuel Card Employee Agreement.
- Order Fuel Cards from the vendor and cancel Fuel Cards with the vendor.
- Issue the Fuel Card to the Cardholder.
- Maintain records of Fuel Cards issued to Cardholders.
- Ensure the Cardholder has read and understands these CPCC Fuel Card guidelines and procedures.
- Issue system access to Cardholder for online reporting and online statements.
- Determine the appropriate disciplinary action if misuse of the Fuel Card occurs.

Accounts Payable: The CPCC Accounts Payable department.

Accounts Payable Responsibilities:

- Timely payment of vendor invoices.
- Secondary review of Cardholder's fuel receipts, odometer reading, and Fuel Card statements.
- Ensure the Cardholder supervisor's signature approval is on the Fuel Card budget chargeback form (FS-25).
- Report to the Cardholder's supervisor and the Procurement Fuel Card Administrator any suspected improper use of the Fuel Card.

Fuel Card Statement: The monthly itemized listing of all fuel purchases made by the Cardholder. Statements are available online.

Monthly Purchase Limit: The monthly purchase limit is \$500.

Receiving a CPCC Procurement Fuel Card

- A full-time employee will complete a Fuel Card Employee Agreement form.
- The full-time employee requesting the Fuel Card will submit the completed Fuel Card Employee Agreement form to their Supervisor for review and approval.
- The Supervisor will approve a full-time employee to receive a Fuel Card by signing the Fuel Card Employee Agreement form.
- The Supervisor-approved Fuel Card Employee Agreement form will be emailed to the Procurement Fuel Card Administrator.
- The Procurement Fuel Card Administrator will order the Fuel Card from the vendor using the approved Fuel Card request information.
- Once the Fuel Card is received by the Procurement Fuel Card Administrator, the Cardholder will be notified by the Procurement Fuel Card Administrator to pick up their Fuel Card.
- When the cardholder receives their Fuel Card from the Procurement Fuel Card Administrator the Cardholder will sign and date the Fuel Card Employee Agreement form documenting the date they received their Fuel Card and that they understand the procedures, guidelines, and responsibilities of a Cardholder.
- The Procurement Fuel Card Administrator will sign the Fuel Card Employee Agreement form documenting that they have issued the Fuel Card to the Cardholder.
- The Procurement Fuel Card Administrator will also document the last four digits of the issued Fuel Card number on the Fuel Card Employee Agreement form.

The Procurement Fuel Card Administrator will maintain records of Supervisor-approved Fuel Card Employee Agreement forms. In addition, the Procurement Fuel Card Administrator will keep records of all cancelled, lost, stolen, or destroyed Fuel Cards.

Fuel Card Usage Guidelines

The Fuel Card is to be used for **unleaded fuel or diesel fuel purchases** for college-owned vehicles only. All other purchases are prohibited.

The Cardholder is responsible for all use of the Fuel Card.

The Fuel Card will only be used at “preferred suppliers” identified by the vendor. Cardholder receives a list of “preferred suppliers” from the Procurement Fuel Card Administrator at the time the Fuel Card is issued to the Cardholder.

Cardholder will utilize their Fuel Card’s PIN when purchasing fuel. Only the Cardholder is authorized to know and use their PIN.

Cardholder will enter an accurate odometer reading at the pump when purchasing fuel.

The Fuel Card will not be used for a single fuel purchase transaction that exceeds maximum gallons required for the vehicle.

The Cardholder is to retain all fuel receipts for audit purposes.

Improper Fuel Card Use

Fuel purchases by the Cardholder that are not in compliance with the above Fuel Card guidelines and procedures will be considered improper use.

Improper use of the Fuel Card will be documented by the Cardholder’s supervisor and the Procurement Fuel Card Administrator. Depending on the severity of the improper use any or all of the below actions may occur:

- Written warning to the Cardholder
- Revocation of Cardholder’s Fuel Card privileges
- Cardholder subject to disciplinary action(s) in accordance with [Policies and Procedures — Central Piedmont Community College](#)

Card Security

It is the Cardholder’s responsibility to safeguard their Fuel Card and PIN to the same degree that a Cardholder would safeguard their personal credit card.

The Cardholder must not allow anyone else to use their Fuel Card or PIN.

If the Fuel Card is lost, stolen, damaged, or compromised the Cardholder must immediately notify the Procurement Fuel Card Administrator at 704-330-6091. The Procurement Fuel Card Administrator will cancel the Fuel Card immediately after being notified of any lost, stolen, damaged, or compromised Fuel Card.

If a Fuel Card that is reported lost or stolen is subsequently found, it must be returned immediately to the Procurement Fuel Card Administrator and destroyed.

Replacement Card

Arrangements for a replacement card can be made through the Procurement Fuel Card Administrator but only after confirmation is received from the vendor that the lost, stolen, damaged, or compromised Fuel Card has been cancelled.

Cardholder Separation from CPCC

Prior to separation from CPCC, the Cardholder will surrender their Fuel Card to the Procurement Fuel Card Administrator. The Procurement Fuel Card Administrator will cancel and destroy the Fuel Card.

Prior to separation from CPCC, the Cardholder will provide their fuel receipts and Fuel Card statement to their Supervisor. The Supervisor will ensure that the odometer reading, Fuel Card statement, budget chargeback form, and fuel receipts (FS-25) are submitted to Accounts Payable for secondary review and budget processing.

Fuel Cards cannot be passed on to other persons. Should another employee within the department need a Fuel Card, a new Fuel Card Employee Agreement form must be completed, Supervisor-approved, and submitted to the Procurement Fuel Card Administrator.

In the event that a Cardholder is on a leave of 10 business days or more the college reserves the right to deactivate all Fuel Card privileges. Supervisors must notify the Procurement Fuel Card Administrator when to deactivate/reactivate a Cardholder's Fuel Card Privileges.

Fuel Card Disputes

If the Cardholder is disputing a charge, the Cardholder will contact the Procurement Fuel Card Administrator at 704-330-6091.