

“ATTACHMENT D”

**SAN MIGUEL COUNTY
FUEL CARD PROGRAM
RULES**

- A. All authorized drivers are required to use the contracted fuel card for authorization purchases.
- B. Each Department shall assign a single fuel card to each vehicle using the issued license plate number or a unique fixed asset number that is tied back to the vehicle that the card is assigned to.
 - (1) Fuel Card shall be kept with the assigned vehicle and not with the driver.
 - (2) Fuel Card shall be stored in the protective sleeve and out of direct sunlight or other heat sources.
 - (3) When purchasing fuel enter exact current mileage (no tenths).
 - (4) If a problem is encountered at the time of purchase, the driver should contract the Finance Office for assistance.
 - (5) Lost, damaged or stolen Fuel Cards need to be reported to Finance Division within one working day of the discovery. Fuel Cards will be suspended and a new fuel card will be ordered at that time.
- C. A Personal Identification Number (PIN) shall be assigned to each authorized driver.
 - (1) Personal Identification Number (PIN) must be six digits long and requested from the Finance Division at least 24 hours in-advance of anticipated use.
 - (2) Authorized drivers shall not share the PIN with anyone else or let someone else use the PIN.
 - (3) Division Supervisors are responsible for terminating personal identification numbers (PIN) for employees who are no longer with the County.
- D. Pricing of fuel shall be a consideration when locating a station of service. Premium fuel is discouraged.
- E. Each Supervisor shall evaluate fuel purchase exception reports provided by the Fuel Card Company on a monthly basis.
 - (1) Division Supervisors shall establish use requirements parameters on their fleet. Such parameters will include: multiple daily transactions, number of gallons purchased at one time, limit dollars per transaction and/or hour transactions. The parameters must be provided to the Finance Office so they can be programed to the card.
 - (2) Transaction that cannot be justified must be investigated with a formal report summarizing the findings with recommendations. A copy of the report will be sent to the Finance Office.

- F. If an authorized driver uses the Fuel Card to purchase an unauthorized item or service, the County shall collect the cost of the unauthorized purchase from the authorized driver and an investigation will be conducted. Investigation findings must be sent to the Finance Office for review and from there will be forwarded to the State Auditor's Office. The County Manager or designee may suspend or revoke the County vehicle operator privileges of an authorized driver for misuse of a Fuel Card.
- G. The Division Supervisor or authorized driver shall immediately notify the Finance Office if the Fuel Card for a Vehicle is lost.
- H. All expenses charged to the Fuel Card shall be paid by the Division.
- I. Under no circumstance shall Fuel Cards be used for personal vehicles, even if using a personal vehicle to conduct County business.
- J. Misuse of vehicle Fuel Cards will result in disciplinary actions. Disciplinary action include, but are not limited to, administrative, disciplinary, and/or criminal actions by the County, the Supervisor, or designee, up to and include termination.
- H. Division Supervisors shall be required to submit the Monthly Vehicle Fuel Logs each month, along with copies of the receipts. Logs are due by the 5th of the subsequent month.