

CITY OF SMYRNA



Wright Express Fuel Card Program

CITY FUEL CARD POLICY MANUAL

Created December 2016

City of Smyrna Finance Department

To all Fuel Cardholders:

Welcome to the City of Smyrna Wright Express (WEX) Fuel Card program. The WEX Fuel Card program is the outcome of a process to develop a formal policy surrounding the provision of fuel cards to City employees for refueling city vehicles while traveling.

The WEX Fuel Card program is made available to the City by a contract with the State of Georgia and monitored by the City of Smyrna. The WEX Fuel Card has been implemented to provide employees that are traveling on City business by vehicle with a more convenient way to pay for fuel while on the road. It also offers the City cost savings by exempting all fuel purchases from applicable taxes. Fuel purchases by each card will be recorded in the system and Finance will maintain monthly statements. The City will charge the departmental balance to each department on a monthly basis.

The primary benefits of the program for departmental users are:

- Broad acceptance – accepted at 90% of retail fueling locations.
- Reduction in costs due to tax exemption in multiple states.
- Simplification in reporting, accounting, and administrative time.
- ‘Fuel Site Mapping Mobile Application’ to help drivers locate the lowest price fuel station based on their current location.
- 24/7 Customer Service to answer any questions at odd hours.

The WEX Fuel Card Program is administered by the Finance Department. Your primary contact for questions or issues resulting from use of the card is

City Purchasing Manager (678) 631-5406

We hope you will enjoy the benefits of using your WEX Fuel Card. If we can be of any assistance, please call on us.

Sincerely,

City of Smyrna Finance Department

Table of Contents

| | |
|---|----|
| Cardholder Responsibilities | 4 |
| Unauthorized Purchases | 6 |
| How to Make a Purchase | 7 |
| PIN, Card User Profiles, and Restricted Use | 8 |
| Monthly Statement Processing | 9 |
| Handling Discrepancies and Exception Requests | 10 |
| Suspension of Fuel Card Privileges | 11 |
| | |
| Exhibits | |
| Fuel Card Accounting Report Example | |
| Fuel Card Use Exception Request Form | |
| Fuel Cardholder Agreement | |
| Unauthorized Purchases | |

Cardholder Responsibilities

Issuance of a Fuel Card is a relationship of trust between cardholders, departments, and the City. The Finance Department's responsibility is to provide quality service and information to cardholders and departments. Cardholders' responsibilities are outlined below. The program is provided to the City through a contract with the State of Georgia and the City must conform to their requirements.

Before using the Fuel Card, determine if it is an appropriate purchasing method. The Fuel Card is meant only for use while travelling on City of Smyrna business. There are certain purchases that are prohibited under the Fuel Card policy. For a full list of these types of purchases, please see *Unauthorized Purchases*.

- The Fuel Card shall be used strictly for City of Smyrna business. No personal use of the card is allowed. Personal use is considered illegal and any purchases above \$500.00 for personal use can be considered a felony under state law.
- The Fuel Card shall be used only by the approved cardholder. The card is not transferable between employees unless set up as a departmental card. All potential users of the departmental card must each sign the Cardholder Agreement.
- Cardholders **shall not** receive cash back for any refunds. Refunds must be credited to the WEX Card account.
- The Fuel Card may be used in person only. Do not email your Fuel Card number or information.
- Cardholders shall use the card at the pump or inside the fuel station. The program automatically exempts the purchase from tax so the City's tax-exempt status need not be communicated to the fuel station staff.
- Cardholders shall inform the Department Head or his/her designee in advance of a trip in which they plan to use the card.
- Department Heads shall retrieve cards from employees who leave City of Smyrna, change departments, or move to a job in which they will no longer require a Fuel Card, and return the card to the Finance Department during normal business hours indicating department name, cardholder name, cardholder account number, and the reason for canceling the account.
- Cardholders shall report lost or stolen cards immediately to the Finance Department and their Department Head. Cardholders shall immediately report a loss or theft to Wright Express at the number on the back of the card or through the Finance Dept.

- The Fuel Card shall always be treated with *at least* the same level of care cardholders treat their own personal credit cards. Cardholders shall keep the Fuel Card in a secure location and guard the Fuel Card account number carefully.

Unauthorized Purchases

The WEX Fuel Card **SHALL NOT** be used to purchase the following items:

| | |
|---|---|
| Fuel at local gas stations in or near Smyrna. | The fuel card is for traveling situations only. Employees should use only the Public Works facility to refuel for their regular commute to and from work. |
| Fuel on your commute to and from work. | See above. |
| Fuel for personal use. | These are considered to be fraudulent purchases. |
| Fuel in exchange for any goods or services. | These are considered to be fraudulent purchases. |
| Fuel for any person who is not a city employee or vehicle that is not city-owned. | These are considered to be fraudulent purchases. |
| Fuel for a city employee that is not authorized to use the card, or for a vehicle that is not associated with the card. | Any departmental employee that uses the card must sign the fuel card user agreement. It should only be used for another city vehicle in an extraordinary situation. |
| Any non-fuel related purchases or items. | The WEX fuel card will not allow for the purchase of any non-fuel items at approved gas stations. No attempt should be made to use it for such. |

How to Make a Purchase

The Fuel Card may be used in person at a qualifying retail fuel location while traveling on City business. Follow these procedures when using the Fuel Card:

1. Use the card at the pump or inside the fueling station.
2. You will have to input a PIN that is associated with the card to authorize the purchase.
3. You will be required to input the odometer reading on the vehicle as well. Identify this before turning off the vehicle.
4. The exempt taxes will appear as a credit on the receipt. No additional action has to be taken with the card to ensure tax-exemption.
5. You may keep the receipts for your own record but the system maintains a record of every purchase so this is not required.

PIN, Card Profiles, and Restricted Use

PIN

- Every card will require a unique PIN in order to authorize the purchase.
- This PIN must be kept confidential and remain protected.
- If your PIN is lost or forgotten, use the contact on this manual or contact Customer Service on the back of the card.

Card Profiles

- Each card is typically associated with the VIN number of the vehicle to which it is assigned.
- This may not be the case if it is a departmental card.
- If a card is assigned to a particular vehicle, it should not be used for any other vehicle.
- Additional user profiles can be added by the program administrators and requires signing of the Cardholder Agreement.

Restricted to Fuel-Only

- All non-fuel purchases are restricted by the card. It will only authorize a charge for fuel.
- No attempt should be made to use the card for anything but fuel for a City vehicle. Doing so would represent a violation of Fuel Card Policy.

Monthly Statement Processing

1. The Finance Department will charge any applicable department for their fuel purchases on a monthly basis.
2. Each Department Head will receive a statement indicating all the fuel purchases from their department for the previous month. These are broken down by cards and can be connected to the corresponding vehicle and driver.
3. If there are any Exception Requests during a month, the forms must be signed by the Department Head and submitted to the Finance Department by the 5th of the following month.
4. The Finance Department will charge each department on the 6th of each month.

Handling Discrepancies and Exception Requests

1. If the amount of purchase recorded on the receipt differs from the statement, contact the vendor.
2. If a cardholder or department head suspects any fraudulent activity on the card, they shall report it to the Finance Department immediately.
3. **Emergency Fuel Purchases and Exception Requests:** If an emergency fuel purchase is necessary, the cardholder must subsequently submit an Exception Request Form (see Exhibits) and submit it to their Department Head who must approve and submit it to the Finance Department for review by the 5th day of the month following the month in which the purchase occurred. For example, if the purchase was made January 20th, the Exception Request Form must be submitted to Finance by February 5th.

The WEX system provides locational data on each use of the card and any purchase that is made while the Cardholder is not traveling on City business or made within close proximity to the City of Smyrna will be deemed an unapproved use of the Fuel Card and result in the potential suspension of the fuel card privileges of the applicable individual or department.

4. Finance reviews the fuel purchases on a monthly basis. If Finance notices a purchase that appears to be an unacceptable purchase per the City's Fuel Card Policy, it will be brought up with the Department and the appropriate action will be taken (see below).

Suspension of Fuel Card Privileges

1. The WEX Fuel Card provides a number of invaluable benefits. Use of the card is a privilege; however, in order to continue to exercise privileges associated with the Fuel Card, user-departments must ensure that the card is used in accordance with established policies and procedures as described in the Fuel Card User's Manual.
2. Due to the freedom of fuel purchasing power provided by the Fuel Card, firm policies and procedures are necessary in order to ensure effectiveness and efficiency within the Fuel Card program. Deviation from these policies and procedures shall result in the automatic suspension of Fuel Card privileges. Specific guidelines for the suspension of Fuel Card privileges are described below: An initial "Warning Notification" will be issued to user-departments for any of the following three violations:
 - Failure to submit an Exception Request Form no later than the 5th day of the month following the month during which the purchase occurred.
 - Purchases listed as "Unauthorized Purchases" on page 6 of the Fuel Card User's Manual.
 - A second occurrence of any of the above infractions shall result in the **automatic 90-day suspension of all departmental Fuel Card privileges.**
 - A third occurrence (following a 90-day suspension period) shall result in the **automatic one-year suspension of all departmental Fuel Card privileges.**

NOTE TO USER-DEPARTMENTS: In the event that your Fuel Card privileges are suspended, fuel purchases will have to be made using personal funds and reimbursed through the standard reimbursement procedure.

Purchasing cards may not be used for Fuel Purchases.

Exhibits

FUEL CARD ACCOUNTING REPORT EXAMPLE

FUEL CARD USE EXCEPTION REQUEST FORM

**FUEL CARDHOLDER AGREEMENT
&
UNAUTHORIZED PURCHASES LIST**

SAMPLE WEX FUEL CARD

The attached forms may have been updated for electronic input and are provided as examples only.

FUEL CARD ACCOUNTING REPORT EXAMPLE

Wright Express Fuel Cards 6/6/16

Account: 0496-00-236858-7

Jul-16

| | | Gross Fuel | Exempt Tax -deducted | Net Due | Chg to Departments | |
|----------|------------------|-----------------|-------------------------|---------|-----------------------|-----------------|
| 01332101 | POLICE Police II | \$93.35 | (\$7.67) | \$85.68 | \$85.68 | Total PD |
| | Police I | \$107.22 | (\$12.25) | \$94.97 | \$94.97 | \$180.65 |
| 01225001 | COURT | \$38.53 | (\$4.09) | \$34.44 | \$34.44 | |
| | | | | \$0.00 | \$0.00 | |
| 05444401 | PWC | \$0.00 | | \$0.00 | | |
| 01113201 | ADMIN | \$32.00 | (\$3.61) | \$28.39 | \$28.39 | |
| 01335101 | FIRE I | \$110.24 | (\$12.73) | \$97.51 | \$97.51 | Total Fire |
| | II | \$37.92 | (\$4.39) | \$33.53 | \$33.53 | \$131.04 |
| | Rebate Applied | | (0.62) | | | |
| | TOTAL DUE | \$419.26 | | | \$374.52 | |
| | | | | | \$419.26 | Gross purchases |
| | | | | | \$ - | Balance Forward |
| | | | | | \$374.52 | Net purchases |
| | | | | | (\$0.62) | Credit given |
| | | | | | \$373.90 | Net purchases |
| | | | | | \$373.90 | AMOUNT TO PAY |

This is an example of a monthly report that will be issued by the Finance Department and used to charge each Department for their fuel purchases. More itemized data exists on the online platform and can be provided to a Department Head upon request.

CITY OF SMYRNA
FUEL CARD USE EXCEPTION REQUEST FORM

I, _____, used the City Fuel Card due to extraordinary circumstances that prevented me from otherwise refueling my vehicle at Public Works.

The purchased amount was \$_____. This expense was on behalf of City of Smyrna.

This form is requesting an exception for this fuel purchase.

Fueling Location: _____ Date: ____/____/____

Vehicle: _____ Amount: \$_____

Explanation of Circumstances:

I certify that the amounts shown above and in the WEX online system were expended solely for City of Smyrna business purposes.

I understand that this exception request may be denied and could result in a warning or suspension of the department's fuel card privileges.

Cardholder Signature Date

Department Head Signature Date

Purchasing Manager Signature Date

**CITY OF SMYRNA
WEX FUEL CARDHOLDER AGREEMENT**

I, _____, agree to the following regarding my use of the City of Smyrna WEX Fuel Cards:

1. I understand that under no circumstances will I use the Fuel Card to make personal or non-work related purchases, either for myself or for others. A personal or non-work related purchase with the intent to reimburse the City is unacceptable and shall be considered a fraudulent purchase and could result in termination.
2. I understand that I will not request or receive cash from suppliers as a result of exchanges or returns.
3. I understand that I am the only individual authorized to use the Fuel Card assigned to me. It is not transferable to any other individual unless a designated Departmental User who has signed below.
4. I understand that City of Smyrna can terminate my right to use the Fuel Card at any time for any reason. I agree to return the card to my Department Head immediately upon request from the Finance Department, upon my transfer to another department, or upon my termination of employment.
5. I will follow the established procedures for using the Fuel Card. Failure to do so may result in either revocation of my user privileges or other possible disciplinary actions, up to and including, termination of employment. Unauthorized fuel purchases may require repayment by the Employee User.
6. I understand that I cannot use the Fuel Card for those reasons listed within the “Unauthorized Purchases” document attached herein.
7. I agree that should I willfully violate the terms of this Agreement and use the Fuel Card for personal use or gain that I will surrender my Fuel Card and reimburse City of Smyrna for all incurred charges and any fees related to the collection of those charges. I understand that I can be held personally financially liable to the City of Smyrna for any unauthorized purchases or other inappropriate misuse.

Cardholder Name (Print)

Fuel Card Number

Cardholder Signature

Program Administrator Signature

Employee Number

Date

Department _____

Additional Authorized Users Must Also Agree to and Sign this Cardholder Agreement.

City of Smyrna
WEX Fuel Card Unauthorized Purchases

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| Fuel on your commute to and from work. | See above. |
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| Fuel for any person who is not a city employee or vehicle that is not city-owned. | These are considered to be fraudulent purchases. |
| Fuel for a city employee that is not authorized to use the card, or for a vehicle that is not associated with the card. | Any departmental employee that uses the card must sign the fuel card user agreement. It should only be used for another city vehicle in an extraordinary situation. |
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