



City of Smyrna

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Issue Sheet

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Version: 1

Status: Agenda Ready

In Control: City Council

File Type: Policy

Agenda Number: H.

WARD: City Wide

COMMITTEE: Finance

\$ IMPACT: None

Agenda Title:

Approval of the 2017 City Fuel Card Policy Manual for the City of Smyrna Wright Express Fuel Card Program and authorize the Mayor to sign all related documents

ISSUE:

Approval of the 2017 City Fuel Card Policy Manual for 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.

BACKGROUND:

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 City Fuel Card Policy Manual outlines the following stipulations for users: Cardholder Responsibilities; Unauthorized Purchases; How to Make a Purchase; PIN, Card User Profiles, and Restricted Use; Monthly Statement Processing; Handling Discrepancies and Exception Requests; and Suspension of Fuel Card Privileges.

The City Fuel Card Policy Manual also includes the following Exhibits: Fuel Card Accounting Report Example, Fuel card Use Exception Request Form, Fuel Cardholder Agreement, and Unauthorized Purchases.

RECOMMENDATION/REQUESTED ACTION:

Staff recommends approval.