

BERKELEY COUNTY GOVERNMENT

STANDARD OPERATING POLICIES AND PROCEDURES FOR STATE FUEL CARDS

The State Fuel Cards are to use as a supplement to the County Fuel System. Always use the County Fuel System as your primary fueling station when possible and feasible.

The following are policies and procedures associated with State Fuel Cards for Berkeley County Government:

A. GENERAL:

The Fuel Card may ONLY be used to purchase gasoline or diesel fuel at fuel stations that honor the card. Please consult the list of acceptable agencies distributed when the fuel card was issued. Contact your Department Liaison should another copy be needed.

Most major oil companies will honor the card, but ALWAYS CHECK BEFORE YOU PUMP FUEL.

Pump only from a self-service pump and use ONLY regular unleaded (87 octane).

The State Fuel Cards are the property of Berkeley County Government.

B. PERSONAL AND/OR UNAUTHORIZED PURCHASES:

THE CARD CANNOT BE USED FOR PERSONAL AND/OR UNAUTHORIZED FUEL. IT MAY ONLY BE USED FOR FUEL PURCHASED FOR BUSINESS PURPOSES.

THE FUEL CARD IS NOT AUTHORIZED FOR USE IN PERSONAL VEHICLES EVEN IF USED FOR COUNTY BUSINESS. THIS WILL CONTINUE TO BE PAID ON PER MILEAGE BASIS.

C. ADDITIONAL RESPONSIBILITIES OF FUEL CARD USER:

The Fuel Card User will secure and retain receipts that provide complete detail to support each purchase charged to the Fuel Card. This means receipts MUST include the date of purchase, vendor name, vendor address, number of gallons and cost at a minimum.

The Fuel Card User will make sure the fuel card is secured when not in use.

The Fuel Card User will submit receipts to the Department Liaison at least monthly.

Should a fuel card be lost, stolen or defective: IMMEDIATELY notify a Fuel Card Administrator in the Fleet Management Department.

D. DISPUTED TRANSACTION

Errors regarding incorrect billing may occasionally occur with the Fuel Card. When errors are found on a statement, it is imperative that the problem be resolved in a timely manner. We have forty-five (45) days from the date of the purchase to notify the vendor of a disputed transaction. If a problem cannot be resolved with the vendor, a Fuel Card Statement of Disputed Item Form should be completed and delivered to the State Fuel Card Administrator in Fleet Management Department.

Examples of Disputed Transactions:

The following are circumstances that could constitute a disputed transaction:

1. Amount of the purchase was altered.
2. An unauthorized charge.
3. Quantity received not the same as the quantity on statement.
4. Multiple or duplicate charges for the same items.
5. Inadequate Description/unrecognized Charge.
6. Any other charge that may deem inappropriate.
7. Incorrect type of fuel purchased.

PROCEDURE:

Disputed Items Above

1. The Department Liaison will request information about the disputed item from the appropriate Cardholder.
2. The Department Liaison/Cardholder will contact the vendor to discuss the disputed item and ask for a resolution. Also, summarize the conversation in memo format.
3. Mark the item as disputed on the billing statement.
4. The Department Liaison is forward the disputed item resolution memo to the Program Administrator(s).

E. RECEIPTS, RECORDKEEPING AND RECORD RETENTION:

Department Liaisons are Responsible for:

- Ensuring the existence and retention of all original receipts providing complete detail of the purchase; including number of gallons and cost. If this information is not supplied the fuel card user's Liaison will be contacted and responsible for remedying the problem.
- Ensuring that the charges on the Vendor Statement match the receipt.
- Ensuring that the purchases are appropriate and within the County's Policy.
- Ensuring that the appropriate individuals sign and approve the Vendor Statements.

In the event that a receipt does not provide line item detail or becomes lost, a memo signed by the appropriate Supervisor and Liaison must be submitted.

The memo must contain the following information:

- Line item detail (number of gallons, cost, vehicle and license tag number, date of purchase and vendor's name and location).
- A statement certifying that the purchase is a valid County expense.
- A statement that the purchase has not and will not be submitted on any other form for reimbursement.
- A statement of how the problem will be avoided in the future.

Program Administrator(s) is Responsible for:

- Reviewing the Vendor Statement and receipts (receipts must be sorted in the order that the transaction appear on the Vendor Statement).
- Reconcile the Monthly Statement for approximate charges.
- Forward Monthly Statement/Receipts to Finance Department for payment.

County of Berkeley
State Fuel Card Program
Employee Agreement

I, _____, agree to the following regarding my use of the County of Berkeley State Fuel Card Program:

1. I understand that I am being entrusted with access to the County of Berkeley's State Fuel Card Program to make financial commitments on behalf of the County of Berkeley and will restrict my purchases to approved County of Berkeley activities.
2. I have been given a copy of the County of Berkeley's State Fuel Card Standard Operating Policies & Procedures pertaining to the State Fuel Card Program.
3. I understand that under no circumstances will I use the State Fuel Card to make personal purchases, either for myself or for others. Willful intent to use the State Fuel Card for personal use may result in disciplinary actions including termination of employment. Any improper or unauthorized use can result in disciplinary action and/or criminal prosecution.
4. I will follow the established procedures for using the State Fuel Card. Failure to do so may result in revocation of my use privileges or other disciplinary actions by the County of Berkeley.
5. I agree that should I violate the terms of this agreement and use the County of Berkeley's State Fuel Card for personal use or gain, that I will reimburse the County of Berkeley for all incurred charges and any fees (including attorney's fees and expenses) related to the collection of these charges, and will be subject to any other disciplinary actions the County may take, *up to and including termination and/or criminal prosecution.*
6. I understand it is my responsibility to receive and maintain receipts for all transactions and forward the receipts to the Departmental Liaison and to follow the Dispute Procedure as outlined in the Berkeley County State Fuel Card Policies & Procedures Manual.

Employee Name (Print)

Employee Signature

Date of Birth

Department Number

Department Name

Date

Fuel Card Administrator (Print)

Fuel Card Administrator Signature

Date

State Fuel Card Pin Number (Assigned by State System):_____