FUEL CARD PROGRAM - Administration

State Fuel Card Standards and Guidelines
The Department of Administrative Services (DOAS) developed State Fuel Card Standards and Guidelines (Guidelines) to establish minimum standards for use of the Fuel Card. The Guidelines posted on the State Purchasing Department (SPD) web site will always be the official document governing the Fuel Card program. The effective date of the Guidelines will be in the footer of the document. SPD will maintain an archive of previous versions of the Guidelines which will be available upon request should the need arise.

Training
Cardholders, operators and approvers will be trained prior to the issue of the fuel card PIN number or secondary cards. The cardholder, operator and approver at a minimum will review and/or complete the following before a PIN number or secondary card is issued:

• Mandatory Fuel Card Agreement specifying terms and conditions for use of the card;
• State Fuel Card Standards and Guidelines;
• Internal Fuel Card policy and PowerPoint training slides;
• User manual;
• Consequences for non-compliance policy?; and,
• Familiarity with forms, including the Sales and Use Tax Exemption form and transaction log where applicable.

Fleet Manager Responsibilities
• Sets individual vehicle profiles in the fuel program to state recommended standards, found in the Appendix to this document, to prevent fraud, misuse or abuse;
• Creates a fuel card inventory system and conducts random checks to ensure each card is in the correctly assigned vehicle to preserve the integrity of the fuel transaction data;
• Monitors odometer error reports from Fleet Management System; coordinates with card users and supervisors for odometer corrections; and inputs corrections into Fleet Management System within two days or as required;
• Works with card user supervisors and card coordinator to correct repeat offenses to prevent continuous errors;
• Ensures that all fuel obtained from bulk fuel sites that are non-automated are properly documented and entered into OFM’s fleet management information system within five business days following the original transaction date;
• Ensures Campus Facility Managers are maintaining accurate records for locations operating bulk fuel sites that do not have a fuel card swipe. Fleet Vehicles (primary cards) activities will be submitted immediately to the Fleet Manager for entry into the fleet information system. The following records will be maintained and submitted to the fleet manager:
  o Date and time of each fuel transaction;
  o Correct odometer reading;
  o Operator’s PIN;
  o Vehicle number, license plate and VIN number;
  o Total gallons dispensed;
  o Fuel product type. (i.e. unleaded, premium, diesel, etc.); and
  o Other information as required by OFM.
Ensures bulk fuel sites are inspected quarterly by the Facility Manager to guarantee proper documentation is being maintained and the site’s fuel is reconciled with the purchase order, dispensed fuel, and the remaining fuel. Documentation of this inspection will be submitted to the Fleet Manager for review and forwarding to the Card Coordinator. All bulk fuel site reconciliation documents should be submitted to the Card Coordinator within two (2) weeks after the quarter ends.

**Fuel Card Coordinator Responsibilities**

- Ensures compliance with the State Fuel Card policies;
- Sets individual secondary card profiles in the fuel program to State’s recommended standards, found in the Appendix to this document, to prevent fraud, misuse or abuse; reviews all profiles to ensure they are at the recommended standards;
- Reviews policies and procedures annually and makes recommendations to the Associate Director of Logistics; ensures GPC policy mirrors or exceeds the State & Board of Regents (BOR) Fuel Card Policies standards;
- Performs a monthly audit of all fuel card reconciliation documents to ensure compliance with GPC, BOR and State policies; documents and reports compliance issues to the user’s leadership and the Associate Director of Logistics; follow-ups to ensure corrections have been made as required;
- Ensures monthly reconciliation statements are submitted by the 20th of each month with correct documentation;
- Documents and reports infractions to appropriate leadership;
- Registers as Card Program Administrator with State Cards Program Manager using Form SPD-CC001, Designation of Card Program Administrator; after initial registration, notifies State Cards Program Manager of any changes in local Program Administrator information using Form SPD-CC001, Designation of Card Program Administrator;
- Initiates all requests using the Special Approval Request, Form SPDFC001;
- Submits billing and expense account reconciliation to Accounts Payable no later than the third work day of each month;
- Deactivates employee PIN numbers upon notification of termination and collects secondary cards from terminated/reassigned supervisor as necessary;
- Orders secondary cards for equipment or rental use when in compliance with policies upon Budget Manager and the Associate Director of Logistical Service’s approvals;
- Updates fuel vendor system as changes occur in vehicle assignments or personnel;
- Cancels cards in the fuel vendor online system immediately upon notification of theft or loss;
- Collects and destroys cards that are no longer active or vehicles that are taken out of service;
- Establishes fuel vendor system alerts as required, monitors fuel vendor electronic alerts, coordinates with supervisors when supporting documents are required, and reports suspected fraud to the Associate Director of Logistical Services;
- Enforces seven (7) vehicles/card limit assigned to a supervisor or approving official in order to ensure adequate review of business need and documentation (transaction logs, receipts/invoices) for each fuel purchase; if a supervisor purchases gas his/her supervisor must approve;
- Monitors employee PINs for inactivity and deactivates PINs that are no longer needed;
- Monitors card usage to determine cards that are being underutilized or that should be cancelled;
  - Current- and prior-year fuel card transaction documents will be maintained at Logistical Services;
  - Previous years’ documents will be on file with GPC Records Department and maintained in accordance with BOR records management policies;
  - All documents containing sensitive information will be maintained under lock and key;
- Trains new users and approvers and ensures all documents have been submitted prior to the issue of PIN number and/or secondary card;
- Trains secondary card holders, drivers and approvers on processes, policies and procedures prior to assignment or activation of card or PIN number;
• Works with Asset Coordinator to inspect vehicle primary cards and vehicle assignment;
• Annually validates accounting strings assigned as card defaults with the Budget Manager.

**Accounting Supervisor Responsibilities**

• Reviews statement and processes payment prior to the 10th of each month to take advantage of fuel vendor early pay discounts;
• Reviews and expenses departmental accounts as indicated on Card Coordinator’s expense reconciliation spreadsheet;
• Maintains payment records in accordance with BOR document management policies.

**Associate Director of Logistical Services Responsibilities**

The overall management of the GPC Fuel Card Program resides with the Associate Director of Logistical Services (chief college procurement officer). Responsibilities include program compliance, procedures and training.

• Serves as the official liaison for GPC to OFM and SPD for all matters related to the Fuel Card Program;
• Coordinates any exceptions to the State Fuel Card Standards and Guidelines with the State Cards Program Manager or designee;
• Defines responsibilities of program personnel;
• Defines criteria for obtaining a fuel card;
• Defines and documents acceptable use of the fuel card that cannot be less restrictive than State Fuel Card Standards and Guidelines;
• Develops a method for reporting suspected misuse or fraudulent use;
• Creates a provision for review of internal policy for adequacy at least annually; and creates a provision for audit or other independent review of all areas of program administration and transactions at least annually;
• Designates the following Program administrative positions as needed and ensures coordination among the positions: (1) Card Program Coordinators; (2) Electronic Contact to handle data transmission matters; and (3) Settlement Contact to handle monthly payment matters.
• Works with management to identify job titles/positions within the organization that require a PIN.
• Develops written internal procedures for requesting Fuel Cards and approving employees for PINs.
• Establishes written procedures to ensure compliance with, or request exceptions to, the State Fuel Card Standards and Guidelines, and the internal Fuel Card policy.
• Coordinates any exceptions to the State Fuel Card Standards and Guidelines with the State Cards Program Manager or designee.
• Reports suspected fraud to chain of command: Internal Audits, Human Resources  Public Safety. Once fraud confirmed, notifies the Office of Fleet Management, fuel vendor, bank and State’s Card Manager. At a minimum will maintain the following as supporting documents: (1) Documentation of the transaction (e.g. copies of receipts, invoices); (2) Evidence of who conducted the transaction, who approved the transaction, and when and how the misuse or fraud was discovered; (3) Documentation of personnel actions taken (e.g. cardholder was terminated); and (4) Notifying the bank immediately when fraud occurs in order to properly meet the bank’s guidelines regarding bank reversal of transactions related to fraud.
• Notifies the OFM and State Cards Program Manager immediately when fraud or misuse is discovered or suspected.
• Establishes appropriate limits on the number of vehicles assigned to a supervisor or approving official in order to ensure adequate review of business need and documentation (transaction logs, receipts/invoices) for each fuel purchase.
• Establishes written procedures to ensure security over Fuel Card account information to include: (1) Ordering and receiving new and replacement cards; (2) Reporting lost or stolen cards to the Bank and to the Program Administrator and/or Coordinator(s); (3) Collecting and destroying cards when vehicles
are taken out of service; (4) Deactivating PINs when card users transfer to jobs not requiring a Fuel Card, resign, or are terminated; and canceling cards in the fuel vendor online system immediately upon notification of theft/loss of a card. (5) Ensuring agency vehicle operators enter accurate vehicle odometer readings at time fueling transaction occurs.

- Establishes written internal procedures for compliance with State Standards and Guidelines regarding documentation of transactions;
- Establishes written policies to ensure vehicle operators enter accurate vehicle odometer readings and assigned PINs;
- Establishes billing discrepancy procedures, including disputed transactions;
- Establishes reconciliation procedures between employees, supervisors/approving officials, and Accounts Payable to ensure timely payment of the corporate monthly billing statement.

Supervisors/Approving Officials Responsibilities

Managers/Supervisors must review a record or report of all fuel card transactions to ensure drivers are in compliance with current published policies regarding the purchase of fuel and other items that may be purchased on the fuel card. Supervisors will:

- Review the statement against logs, receipts and other supporting documents monthly and sign the reconciliation form validating your review and approval of expenditures.
- Conduct a thorough review of all documents and notify the Card Coordinator if there are any disputes or irregularities in charges and/or purchases.

Note: There will be a seven (7) card/vehicle limit assigned to a supervisor or approving official in order to ensure the adequate review of business need and documentation (transaction logs, receipts/invoices, and monthly billing statement) for each fuel purchase.

Immediate action must be taken to correct any noted policy violations. Drivers/approvers are not allowed to approve their own fuel transactions and supervisory review and approval are required without exception. Supervisors or other persons assigned the responsibility of reviewing transactions must have a thorough knowledge of the job responsibilities of the employees under his/her supervision in order to determine if purchases are reasonable in terms of types of purchases made. Before approving the Fuel Card log and/or monthly billing statement, the supervisor must carefully review all documentation.

Supervisor responsibilities include:

- Maintains knowledge of State Fuel Card Policy and internal policies and procedures on use of the Fuel Card;
- Requests PINs for card users under his/her supervision;
- Notifies the Card Coordinator when a cardholder resigns, transfers, or is terminated from employment;
- Monitors transactions and card activity to ensure that all purchases are for legitimate State business use;
- Reviews all documentation to ensure:
  (1) Invoices/receipts and transaction logs have the required information;
  (2) Periodic review of logs used to record purchases for fuel for secondary or portable fuel tanks or cans are made on the secondary cards;
  (3) Comparisons to intake and output related to purchases are completed to guarantee proper use of the fuel card for equipment;
  (4) State Sales and Use Tax was not charged for non-fuel purchases, when permitted;
  (5) Purchases were for legitimate State business use;
  (6) Transaction logs contain the employee’s original signature;
• Signs the transaction logs signifying review and approval for payment. This responsibility cannot be delegated to another person. All signatures must be original signatures. Signatures made with rubber stamps are prohibited;
  (1) Submits reconciliation form and all supporting documentation by the 20th or first work day thereafter to the Card Coordinator;
  (2) Notifies the Card Coordinator of any disputes or irregularities immediately;
  (3) Maintains positive control of secondary card(s) and ensures primary card(s) are always in the vehicle when in use.
• Maintains positive control of fuel cards under his/her authority. Cards will be secured and available upon request for fueling when vehicle is operated in and around campus areas. Fuel cards will be in the vehicle for off-campus use.

Asset and Surplus Coordinator Responsibilities
• Informs the Card Coordinator immediately on changes to fleet, moves, retirements, additions or surplus;
• Annually verifies PeopleSoft asset Management fleet numbers match with the State’s Fleet Management system and fuel vendor fuel card system.

Facility Manager Responsibilities
• Inspects bulk fuel sites quarterly to ensure proper documentation is being maintained and the site’s fuel is reconciled with the purchase order, dispensed fuel, and the remaining fuel.
• Documents and submits this inspection to the Fleet Manager for review and forwarding to the Card Coordinator within two (2) weeks after the quarter ends.

Bulk Fuel Site Management
For all bulk fuel sites from which state vehicles obtain fuel:
• Each Campus Facilities Manager shall ensure fuel obtained at non-automated facilities is properly accounted for to prevent theft, misuse, fraud or abuse.
• All fuel obtained from bulk fuel sites shall be properly documented and fleet vehicle data entered into OFM’s fleet management information system by the Fleet Manager within five business days following the original transaction date.
• OFM shall provide GPC Fleet Manager with access to the necessary interfaces, online forms or templates to enter this bulk fuel data into the statewide fleet management information system.

For GPC Campuses operating bulk fuel sites that do not accept the State fuel card:
• Each Campus Facilities Manager and Fleet Manager must keep accurate records of all following information for entry into the fleet information system:
  o Date and time of each fuel transaction;
  o Correct odometer reading;
  o Operator’s PIN;
  o Vehicle number, license plate and VIN number;
  o Total gallons dispensed;
  o Fuel product type. (i.e. unleaded, premium, diesel, etc.); and
  o Other information as required by OFM.
Declared Emergencies and Natural Disasters

The Georgia Procurement Manual (GPM) grants authority to forego standard procurement requirements for needs arising from unforeseen causes. In cases involving the welfare of the general public, extreme weather conditions, or official declared emergencies, the Program Administrators are allowed to obtain after-the-fact approval for exceptions to this Policy.

- Entity requests for a secondary card for use by a supervisor for emergency purposes may be approved provided the Entity: (1) Obtains approval in advance from OFM and SPD using form Fuel Card Special Approval Form (form SPD-FC001); (2) Has a reconciliation or fuel transaction auditing process in place for the review of miscellaneous transactions in order to prevent theft, abuse, misuse, and fraud relating to the use of the card; and, (3) Cooperates with OFM to insure all fuel dispensed using fuel cards not assigned to specific vehicles is properly documented for audit purposes and constitutes a legitimate state use.

- Documentation for non-fuel transactions or fuel transactions outside the established profiles made during emergencies and natural disasters must follow guidelines for emergency purchases as contained in the Georgia Procurement Manual, including use of Form SPD-N1005, Emergency Justification Form, available in the SPD Official Forms section of Agency Resources on the State Purchasing Division web site.

Program Compliance

Managers/Supervisors must review a record and/or report of all fuel card transactions to ensure drivers are in compliance with current published policies regarding the purchase of fuel and other items that may be purchased on the fuel card. Immediate action must be taken to correct any policy violations. Drivers may not approve their own fuel transactions and supervisor review and approval are required without exception. Internal audit procedures will be utilized to review all fuel bills for possible fraud. Possible fraud will be investigated by GPC personnel. GPC disciplinary procedures should be followed with employees found to have committed fraud, to include termination and possible prosecution.

- The Associate Director of Logistical Services will report all incidents of fraud involving the fuel card to OFM, fuel vendor, State Fleet Manager and State Card Manager. In the case of suspected fraud, the Associate Director of Logistical Services will turn the investigation over to GPC Internal Auditors for review.

- The report should contain personnel information regarding the driver who committed the act, and will contain information detailing the manner in which the action was conducted, when and how it was carried out, and the cost involved. OFM will use this information to examine state fuel data for similar situations and formulate advice and warnings for other Entities as required. OFM, through the Commissioner of DOAS, will notify the Georgia Bureau of Investigation (GBI) and the Office of the State Inspector General of any findings for possible administrative review and/or criminal investigation.

Activities that appear to be suspicious or when fraud is suspected personnel should report it immediately to their chain of command or Internal Audits or the BOR hot line.

Consequences of Failure to Comply with Fuel Card Policy

Employees/supervisor failure to comply with these guidelines shall be subject to one or more of the following sanctions:

1. Suspension of Fuel PIN Access:
   (i) After the first warning, drivers failing to input the correct odometer reading when fueling vehicles shall have their PIN suspended immediately. Fuel PINs only will be reactivated when the card user’s supervisor has reviewed the policy with the driver in question and initiates a formal written request to the Fleet Manager/Card Coordinator to restore the driver’s card privileges (i.e. email request, memo).
Drivers suspected of fraudulent use, misuse, or abuse of the fuel card from Process Improvement (a division within DOAS) and/or Logistical Services shall have their PIN suspended immediately. PINs only will be reactivated when the employee’s supervisor and Logistical Services have reviewed the audit information provided by DOAS along with the fuel policy with each driver in question and initiated a formal written request for DOAS to restore the driver’s card privileges (i.e., email request, memo).

Failure to comply with any of the requirements outlined in this policy may result in the following to include personal liability for fuel purchase expenses or employment termination and criminal prosecution. Strict compliance with these guidelines is essential.

<table>
<thead>
<tr>
<th>First Exception Noted – Warning Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Exception Noted – Notice of Suspension of Access for 15 days after discussion with supervisor</td>
</tr>
<tr>
<td>Third Exception Noted – Notice of Suspension – Logistical Services/Supervisor determine impact of card termination and forwards recommendations for VP approval</td>
</tr>
</tbody>
</table>

2. As a last resort, OFM will terminate fuel cards of vehicles when fraudulent use, misuse or abuse has occurred, and if GPC has not taken action to investigate or address the activity.

3. Hold Pending Vehicle Requests: Because mileage data is integral to monitoring vehicle utilization, OFM shall not process any pending Vehicle Requests by GPC until the Fleet Manager corrects the mileage data in question and OFM can analyze the GPC’s vehicle and fuel card utilization in order to determine the necessity for the vehicle.

**Program Specific Safeguards**

Approved vendor provides two card management tools to assist in managing the program while minimizing the potential for fraud and/or misuse of the cards. *Utilization of both of these tools is required to ensure all reasonable efforts are made to deter or prevent, identify and investigate possible fraudulent use by unauthorized parties as well as misuse of the cards by authorized users.*

1. Authorization Controls – Authorization Controls are designed to allow a program administrator or other official to establish rules governing use of the card. Limitations must be set to control the number, dollar value and frequency of transactions on the card. Transactions exceeding the limits established through authorization controls are declined based on the limitations set in “Profile Manager.” Fleet Coordinators are required to establish the state-defined authorization controls available to all entities. Contact OFM for assistance with the set up and activation of this functionality. Variation of or changes to the standard levels in these authorization controls must receive prior approval from the State Cards Program Manager and Office of Fleet Management.

   (i) The State Purchasing Division and Office of Fleet Management will conduct periodic evaluations of authorization controls in order to maximize appropriate use of the Fuel Card. The Fleet Coordinator and OFM will consult with other card program personnel within State Purchasing Division and/or outside State Purchasing Division when establishing or modifying these groups.

   (ii) GPC can request modification to authorization controls and/or the creation of customized authorization controls to meet specific needs. Program Administrators can request prior, written approval for exceptions to this policy using Form SPD-FC001, Special Approval Request.

2. Purchase Alerts - The approved vendor system provides the Card Coordinators the ability to receive e-mail notifications when a card user has violated one of the purchase guidelines established for accounts. This feature is required to be utilized since it will alert fuel card coordinator to potential misuse or fraud on the cards and take actions necessary to limit the risk associated with such activity. As with authorization controls, OFM and SPD in cooperation with users will establish default settings that will be utilized. Contact OFM for
assistance with the set up and activation of this functionality. Once established, variations from these default settings must be approved in writing. Unless otherwise authorized by OFM/SPD, GPC’s customized purchase alerts may not be less restrictive than the State’s defined purchase alerts.

3. Other internal controls must include:
   (i) Appropriate separation of duties between making transactions (card users), review and approval of transactions for payment (approving officials), and payment of the monthly billing statement (Accounts Payable).
   (ii) Weekly independent review of all PIN maintenance activity if the Card Program Coordinator/Administrator is also assigned a PIN.
   (iii) Appropriate hierarchical review and approval of purchases by someone with supervisory authority and/or with the authority to question purchases if needed.
   (iv) Appropriate limits on the number of vehicles assigned to a supervisor or approving official in order to ensure adequate review of business need and documentation (transaction logs, receipts/invoices, and monthly billing statement) for each purchase.
   (v) Provision for an annual independent audit or review of the Fuel Card program by the Card Program Administrator, Internal Audit unit, or other unit assigned audit responsibilities. Reviews must address:
       • Adequacy of internal policies and procedures;
       • Appropriateness of vehicle profiles;
       • Adequacy of review, reconciliation, and payment procedures; and
       • Adequacy of documentation for transactions.

4. PIN Issuance Requirements
   (i) Card users must be official state employees. There will be no exception to the following:
       • PINs will not be issued to non-state employees.
       • PINs will not be issued in the name of a department or work unit to be shared by multiple designees.
       • PINs will not be issued to employees of foundations associated with any entity.
   (ii) An employee’s supervisor and the Program Administrator must approve an employee’s application for a PIN.
   (iii) All training requirements as described in this policy must be met before a designee receives the PIN.
   (iv) All users issued PINs must review and sign a Fuel Card User Agreement, form SPD-FC003, available on the DOAS website.

Legal Issues

Failure to Comply with Laws, Policies and Procedures
Employees or supervisors/approving officials who knowingly, or through willful neglect, fail to comply with the following policies, procedures, and standards may be subject to suspension or termination of card privileges and/or other disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law.
   • Official Code of Georgia, Annotated (O.C.G.A.), sections related to governmental purchasing.
   • State Fuel Card standards and guidelines.
   • Internal policies and procedures governing procurement and the Fuel Card Program.

The State Cards Program Manager, State Purchasing Division and the Director of Fleet Management, Office of Fleet Management, reserve the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.
Payment of State Sales and Use Tax

One of the benefits of utilizing the approved vendor program is that the bank automatically removes all eligible taxes on fuel purchases prior to invoicing the state. However, for non-fuel purchases:

1. O.C.G.A. §48-8-3(1) exempts purchases made by agencies from State Sales and Use Tax when payment is made with appropriated funds.
2. O.C.G.A. §48-8-3(8) exempts purchases made by the Board of Regents, colleges, and universities from State Sales and Use Tax.
3. Drivers must present the Department of Revenue Sales and Use Tax Exemption Form ST-5, to merchants upon request when making non-fuel purchases. This form is available on the Department of Revenue web site at etax.dor.ga.gov by searching for ST-5.
4. Drivers are responsible for ensuring that merchants do not charge tax on non-fuel purchases.
   (i) If taxes are charged, the driver must contact the merchant to obtain a credit to the card.
   (ii) Credits cannot be obtained by any other method, including, but not limited to, cash, gift card, gift certificate, or store credit.
   (iii) Documentation of attempts to obtain credit for any State Sales and Use Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

Records Retention Requirements

The Office of the Secretary of State maintains the official Records Retention Schedule for the State of Georgia. This information is available on their web site at sos.georgia.gov by searching for Records Retention Schedule.

1. Documents related to transactions are accounting records and must be maintained according to the requirements of Accounts Payable files.
2. Documents related to the issuance of PINs to employees are accounting records and must be maintained according to the requirements of Credit Card Administration Records.
Appendix

I. Standard Guidelines
The state employs five basic guidelines to ensure an effective fueling policy that prevents misuse, fraud, waste and abuse:
1. Enforcing limits at the time of purchase. The most effective way to enforce a fleet fueling policy is to set limits so that purchases outside the limits are not allowed.
2. Restricting non-fuel products and service amounts.
3. Controlling the location, days, and times of purchases. Frequent fuel purchases made with the fuel card outside of business hours are a potential indication of waste and abuse. Administrators should:
   • Make sure drivers purchase fuel only during business hours
   • Look for fuel purchases that exceed tank capacity, and
   • Prohibit multiple purchases in a single day whenever possible.
4. Encouraging drivers to fuel at locations with pay-at-the-pump service. Drivers will save valuable time and get on the road faster by patronizing only pay-at-the-pump locations. Paying at automated fuel pumps also accommodates mileage entry which the fleet management system relies on for accurate data.
5. Stipulating the desired grade of fuel for each vehicle. The standard fuel for all state vehicles is unleaded regular. Every time a driver unnecessarily fills the tank with a premium or mid-grade fuel, the state wastes as much as 10¢ to 25¢ more per gallon – or approximately $2 more per tank of gas. All other grades of fuel must be approved by the Office of Fleet Management. OFM shall approve non-approved fuel grades based on the manufacturer octane recommendations.

II. State Vehicle Fuel Profile Standards
The following are the minimum fueling standards for each individual card to be configured. Any exceptions to these standards must be approved by the Office of Fleet Management and SPD.
1. Transactions per day: Varies by card and vehicle type. See fuel vendor profile templates below. Exceptions must be approved by OFM and SPD.
2. Out-of-state transactions are to be limited to the surrounding states: (i.e. Georgia, Alabama, Tennessee, South Carolina, North Carolina and Florida). Exceptions must be approved by OFM and SPD.
3. Standard off-hour transactions will be set between 11:00pm to 4:00am. Note: This does not restrict access to fueling vehicles during these hours.
4. Day of the week transactions must be set to notify management when a fueling transaction takes place on Saturday or Sunday. Exceptions must be approved by OFM and SPD.
5. Dollars per day including fuel and non-fuel purchases: Varies by card and vehicle type. See fuel vendor profile templates below. Exceptions must be approved by OFM and SPD.
6. Dollars per total transaction, including fuel and non-fuel purchases: Varies by card and vehicle type. See fuel vendor profile templates below. Exceptions must be approved by OFM and SPD.
7. Gallons per transaction: See fuel vendor profile templates below. Exceptions must be approved at the agency’s request for specially vehicles on a case-by-case basis by contacting OFM and SPD in advance.
8. The standard fuel type for state vehicles must be defaulted to “unleaded regular”, Compressed Natural Gas, Propane or Ethanol as the standard. Midgrade and premium fuel will not be allowed without the approval of OFM and SPD. All exceptions must be approved in advance.
9. As vehicle technology changes occur and fuel prices increase, OFM and SPD will update these policy standards accordingly.

Note: DOAS encourages entities, when practical, to use tighter standards than outlined above based on individual specifications of vehicle fuel tank size and estimated daily usage. Stricter standards aid in the prevention of misuse and fraudulent situations where fuel is obtained.
### III. FUEL VENDOR Profile Templates

#### Profile I) GENERAL PURPOSE (PASSENGER VEHICLE)
**Frequency – Daily**

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<th>Limits</th>
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<tbody>
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<td>Total Number of Transactions</td>
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<tr>
<td>Total Dollars per Period</td>
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<td>Total Gallons/Units per Period</td>
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<thead>
<tr>
<th>Product Type Controls</th>
<th>Limit Per Transaction</th>
<th>Transactions Per Period</th>
<th>Dollars Per Period</th>
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</thead>
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<tr>
<td>✓ Fuel</td>
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<td>$300</td>
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<tr>
<td>✓ Parts &amp; Services</td>
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<tr>
<td>✓ Quick Lube</td>
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<td>75</td>
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<tr>
<td>✓ Oil &amp; Fluids</td>
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Roadside
General Merchandise

#### Profile II) LARGE PASSENGER VEHICLES (HEAVY-DUTY)
**Frequency - Daily**

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<td>Total Gallons/Units per Period</td>
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<table>
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<th>Limit Per Transaction</th>
<th>Transactions Per Period</th>
<th>Dollars Per Period</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Quick Lube</td>
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<td></td>
<td>0</td>
</tr>
</tbody>
</table>

| ✓ Oil & Fluids        | 50                    | 1                        | 50                 |

Roadside
General Merchandise

#### Profile III) EMERGENCY POLICE PASSENGER VEHICLES
**Frequency - Daily**

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<th>Limits</th>
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</thead>
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<td>300</td>
</tr>
<tr>
<td>Total Gallons/Units per Period</td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>✓ Fuel</th>
<th>300</th>
<th>3</th>
<th>$300</th>
</tr>
</thead>
</table>

| ✓ Parts & Services | 50   | 1 | 50   |
| Quick Lube        | 50   | 1 | 50   |
| ✓ Oil & Fluids    | 25   | 1 | 25   |

Roadside
General Merchandise
### Profile IV) INDUSTRIAL VEHICLES (OFF ROAD-NON-ROADWORTHY)

**Frequency - Daily**

<table>
<thead>
<tr>
<th>Control</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Transactions</td>
<td>3</td>
</tr>
<tr>
<td>Total Dollars per Period</td>
<td>900</td>
</tr>
<tr>
<td>Total Gallons/Units per Period</td>
<td>300</td>
</tr>
</tbody>
</table>

(Fuel)

**Product Type Controls**

<table>
<thead>
<tr>
<th>Product Type Controls</th>
<th>Limit Per Transaction</th>
<th>Transactions Per Period</th>
<th>Dollars Per Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Fuel</td>
<td>350</td>
<td>3</td>
<td>$1050</td>
</tr>
<tr>
<td>✓ Parts &amp; Services</td>
<td>50</td>
<td>1</td>
<td>500</td>
</tr>
</tbody>
</table>

Quick Lube

<table>
<thead>
<tr>
<th>Product Type Controls</th>
<th>Limit Per Transaction</th>
<th>Transactions Per Period</th>
<th>Dollars Per Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Oil &amp; Fluids</td>
<td>25</td>
<td>1</td>
<td>25</td>
</tr>
</tbody>
</table>

Roadside

General Merchandise

### Profile V) SECONDARY CARD – EMERGENCY USE

**Frequency - Daily**

<table>
<thead>
<tr>
<th>Control</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Total Dollars per Period</td>
<td>1000</td>
</tr>
<tr>
<td>Total Gallons/Units per Period</td>
<td>300</td>
</tr>
</tbody>
</table>

(Fuel)

**Product Type Controls**

<table>
<thead>
<tr>
<th>Product Type Controls</th>
<th>Limit Per Transaction</th>
<th>Transactions Per Period</th>
<th>Dollars Per Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Fuel</td>
<td>350</td>
<td>3</td>
<td>$1050</td>
</tr>
</tbody>
</table>

Parts & Services

Quick Lube

Oil & Fluids

Roadside

General Merchandise

### Profile VI) SECONDARY CARD – EQUIPMENT USE

**Frequency - Daily**

<table>
<thead>
<tr>
<th>Control</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Transactions</td>
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</tr>
<tr>
<td>Total Dollars per Period</td>
<td>300</td>
</tr>
<tr>
<td>Total Gallons/Units per Period</td>
<td>100</td>
</tr>
</tbody>
</table>

(Fuel)

**Product Type Controls**

<table>
<thead>
<tr>
<th>Product Type Controls</th>
<th>Limit Per Transaction</th>
<th>Transactions Per Period</th>
<th>Dollars Per Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Fuel</td>
<td>100</td>
<td>3</td>
<td>$300</td>
</tr>
</tbody>
</table>

Parts & Services

Quick Lube

Oil & Fluids

Roadside

General Merchandise