



ADMINISTRATIVE DIRECTIVE

Title: Fuel Credit Card Use
Issuing Department: Finance
Effective Date: June 5, 2018
Approved: Jamsheed Mehta, Town Manager
Type of Action: Revision

1.0 PURPOSE

The purpose of this directive is to establish consistent procedures governing the use of Town of Marana fuel credit cards. Fuel cards are a type of Town credit card that is used solely for Town vehicle and equipment fuel and other fleet maintenance related costs.

2.0 DEPARTMENTS AFFECTED

All Town of Marana departments and employees

3.0 REFERENCES

3.1 Town of Marana Administrative Directive: Travel and Training

4.0 DEFINITIONS

4.1 Business purpose: Activities that contribute to any one of the Town's major objectives and will benefit employees' ability to be more productive. The purpose must be for the public's benefit and related to the department's or Town's business activities.

4.2 Fuel credit card: A credit card used solely for Town vehicle and equipment fuel and other fleet maintenance related costs.

5.0 POLICIES AND PROCEDURES

5.1 General guidelines

5.1.1 Fuel credit cards are issued for Town of Marana vehicles and equipment for Town of Marana business purposes only.

5.1.2 A fuel credit card is not an entitlement nor reflective of title or position, and may be revoked at any time based on change of assignment or location or misuse of the card.

5.1.3 All charges are billed directly to and paid by the Town of Marana.

5.1.4 Card users should consider fuel prices in the area and use best judgement to obtain fuel at the most cost effective location.

5.1.5 Fuel cards shall only be used for the intended vehicle and equipment to which the card is assigned.

5.2 Misuse of card.

5.2.1 Fuel credit cards are to be used for Town of Marana business purposes only; employees shall not use the card for personal charges. Misuse of the card can be considered misappropriation of Town funds, and will result in disciplinary action, up to and including termination of employment.

5.2.2 Employees will be held personally responsible for reimbursing the Town the total amount of any unauthorized purchase resulting from an audit. The Finance Department will make every effort to establish a repayment schedule that meets the Finance Department's responsibility to recoup public funds in a timely manner and incorporates consideration for the employee's ability to repay. Repayment shall be made by cash or personal check. Should the employee fail to make any required repayments, Finance may deduct the amount of repayment by payroll deduction when all other means have been exhausted.

5.3 Security.

5.3.1 Employees shall comply with Town policy in order to protect Town assets. This includes following proper credit card security measures.

5.3.2 Employees shall report a lost or stolen fuel credit card immediately by telephone to U.S. Bank Customer Service at 1-800-987-6591. Employees shall also report the lost or stolen card to the employee's Department Head and to the Finance Department as soon as possible and not later than one business day after discovery of the loss.

6.0 RESPONSIBILITIES

6.1 All employees are responsible for understanding and following this directive.

6.2 Employees shall be personally financially responsible for unauthorized fuel purchases.

6.3 Department Heads are responsible for notifying Fleet and Finance of any vehicle transfers that are made between departments.

6.4 The Finance Department is responsible for the overall financial management of the Town's fuel credit card budget and may request information required to support the purposes of this directive.

7.0 ATTACHMENTS

[Reserved]

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	11/29/16
REV	Revision	6/5/18

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