Title: Issuance and Use of City Issued Fuel Cards

I. Purpose, Overview and Scope of this Policy

The purpose of this policy is to establish uniform procedures, accountability, and controls for fueling motor vehicles and equipment owned by the City of St. Helena.

A Fuel Card is a City-issued Fuel Card from a financial institution. The Fuel Card shall only be used on City vehicles and/or City equipment and is not authorized for use on any other vehicle or equipment.

This policy applies to all employees who are issued a City of St. Helena Fuel Card.

II. Authority

The City Manager has authority to update this policy.

III. Policy

All individuals and departments that hold or control motor vehicles and equipment must comply with this policy and procedures contained in Policy P-FI-0015.

1. General Information

The Fuel Card is to be used for City of St. Helena official use only and may be used at Wright Express (WEX) participating locations. Each card will have a vehicle number on the card, each vehicle will have a dedicated card, and each driver will have their own Personal Identification Number (PIN).

2. Obtaining a City Fuel Card

Various employees are authorized to receive a City issued Fuel Card PIN for City-related purchases. All employees operating City vehicles on a regular basis receive a WEX PIN. Prior to receipt of the WEX PIN, the employee will receive the associated policies and sign an agreement for use of the card and PIN. A copy of the agreement will be placed in the employees personnel file.
3. **Use of Fuel Cards**

   A. The Fuel Card is to be used for City of St. Helena official use only.
   B. There will be one Fuel Card assigned per vehicle and/or equipment.
   C. Each driver will have their own PIN that will work on all Fuel Cards.
   D. Gasoline powered vehicles will use only regular unleaded 87 octane fuel.
   E. The Fuel Card can only be used for fuel purchases.

4. **Prohibited Use of Fuel Card**

   The Fuel Card shall only be used to purchase fuel for use in City of St. Helena owned vehicles and equipment used for official City of St. Helena business. Therefore, it is imperative that cardholders understand the type of purchases that are strictly prohibited:

   A. Non-City business.
   B. Use of Fuel Card/PIN by any other person than the cardholder.
   C. Personal purchase of any kind, including fuel for personal vehicles.
   D. Cash advances.
   E. Gift cards.
   F. Car washes.
   G. Alcoholic beverages.
   H. Tobacco products.
   I. Food, ice, beverages or related items including “snacks” while traveling on official City business.
   J. Other purchases not specifically “Unleaded 87 Octane fuel for gasoline powered vehicles” or diesel (both regular and “red dye”) where appropriate.

   **NO EXCEPTIONS will be granted unless otherwise indicated.**

5. **Responsibilities**

   **Cardholder Responsibilities**

   Responsibilities of a Fuel Card/PIN holder include, but are not limited to:

   A. Acknowledging receipt of the Fuel Card/PIN and understanding the Fuel Card Policy by completing the *User Agreement for City-Issued Fuel Card Form*.
   B. Directing questions about the proper use of the Fuel Card to the City Manager, Finance Director, or Department Director, or Department Manager.
   C. Never using the Fuel Card for transactions other than for official City purchases.
   D. Entering the Odometer, or “hours” (i.e. back hoe, mini excavator, John Deer) reading at the time of fuel purchase.
E. The Cardholder accepts full responsibility for the purchases made with the City issued Fuel Card.

F. Never purchasing items or services not for City use, inappropriate items or services, or items or services which violate any City policy.

G. Never assigning or loaning the Fuel Card or PIN to other employees unless specifically authorized in writing by this policy or the City Manager.

H. Ensuring the Fuel Card and PIN is secure from theft and misuse.

I. Returning the Fuel Card upon request from the City Manager, Finance Director, or designee.

J. Notifying the Finance Director, or designee immediately if the Fuel Card is lost or stolen.

K. Verifying that the amount on the sales draft/receipt corresponds to the fuel purchased.

L. Keeping records of the sales draft/receipt for each Fuel Card transaction and submitting these documents to the appropriate supervisor/director.

M. If a sales draft/receipt is not received, completing a Missing Credit Card Receipt form and submitting this document to the appropriate supervisor/director.

Fuel Card Coordinator/Department Supervisor/Approver

A. Must review all fuel card transaction of supervised Cardholders to ensure compliance with policies and procedures.

B. Must review online reporting provided by WEX Enterprise Fleet Management and review all alerts received ensuring mileage driven verses the fuel charges incurred are reasonable.

C. Notifies Enterprise Fleet Management (WEX Enterprise Fleet Management) when a cardholder leaves the organization.

D. Monitors transactions to ensure all purchases are for City of St. Helena official use only and avoid misuse and fraud.

E. Review monthly WEX report, reconcile report with receipts, code, sign, and submit for payment to Accounts Payable.

F. Create a Fuel Card inventory system.

G. Develop a training program for all cardholders to ensure understanding of policies, procedures, and consequences of misuse of the fuel card program.

H. Responsible for the ordering, deactivating, cancelling, and collection of fuel cards and PINS.

6. Consequences of Non-Compliance

Any misuse of the card will result in reasonable disciplinary action that may include a combination of the following:
A. Suspension of Fuel Card access:
   a. Drivers who fail to input the correct odometer reading when fueling vehicles.
   b. Drivers who fail to submit fuel sales drafts/receipts.
   c. Drivers suspected of fraudulent use, misuse, or abuse of the fuel card shall have their fuel card suspended without exception and reactivated only when a full audit has been completed and it has been determined fraudulent use, misuse, or abuse had not occurred.

B. Termination of Fuel Card
   a. A fuel card will be terminated once fraudulent use, misuse, or abuse has been investigated and confirmed. Additional discipline may apply.

IV. Attachments
   a. User Agreement for City-Issued Fuel Card
   b. Missing Credit Card Receipt Form
USER AGREEMENT FOR CITY-ISSUED FUEL CARD/PIN

The following user agreement must be signed by all authorized employees of the City of St. Helena with access to a Fuel Card/PIN.

I understand that the City of St. Helena has authorized my use of a City Fuel Card/PIN for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

- I will use the PIN issued to me only for the payment of authorized expenses consistent with my department’s responsibilities and to satisfy department and City needs.
- I understand the Fuel Card/PIN is to be used for City of St. Helena official use only.
- I understand gasoline powered vehicles will use only regular unleaded 87 octane fuel, or diesel when appropriate.
- I understand the Fuel Card/PIN can only be used for fuel purchases.
- I will not use the card to obtain cash advances.
- I understand that I am the only authorized user for the PIN assigned.
- I will not share my PIN with any other person.
- I will not use the card for personal use or for any other non-City purposes.
- I understand that all purchases shall be made in accordance with applicable purchasing, travel, and credit card policies and/or procedures in place and/or adopted by the City Council.
- I will surrender the Fuel Card/PIN to the Finance Director, or designee, in the event of my transfer within or separation from the City.
- I understand that any charges against the Fuel Card that are not properly identified or not allowed by the City shall be paid by me by check, currency, or salary deduction in US dollars. I further understand that any employee who has been issued a Fuel Card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the City Manager, Finance Director, Department Director, or designee.
- I will immediately report any stolen or lost card to the Finance Director or designee.

I understand that any variance and/or violation of the above conditions will result in cancellation of my Fuel Card/PIN. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges.

All City Fuel Card purchases are subject to examination by external auditors.
The City shall have unlimited authority to revoke use of any Fuel Card/PIN issued and upon such revocation shall not be liable for any cost subsequently charged to the Fuel Card.

I certify I have received, read, and understand Policy P-FI-0015 Issuance and Use of City Fuel Cards.

**I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.**

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City of St. Helena

Missing Credit Card Receipt

Name: ____________________________

Date: ____________________________

Dept: ____________________________

Dept. Coding: ________________________

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Total: ____________________________

Dept Head Signature: ____________________________

Finance Director Signature: ____________________________
CITY OF ST. HELENA

RESOLUTION NO. 2018-28

Resolution approving City of St. Helena City Council Policy P-FI-0015 Issuance and Use of City Fuel Cards and repealing and rescinding any previous policies or administrative memoranda which are inconsistent with City Council Policy P-FI-0013

RECITALS

A. The City recognizes that fiscal policies and procedures are necessary for efficient, effective, and proper accounting of City spending; and

B. City Council Policy P-FI-0013 Issuance and Use of City Fuel Cards has been reviewed by City Council; and

C. To avoid any inconsistencies with policy application, it is necessary to repeal and rescind any previous policies and procedures which conflict with City Council Policy P-FI-0013 Use of City Fuel Cards.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Approves City of St. Helena City Council Policy P-FI-0013 Issuance and Use of City Fuel Cards; and

2. Repeals and rescinds any previous policies or administrative memoranda which are inconsistent with City Council Policy P-FI-0013 Issuance and Use of City Fuel Cards.

Approved at a Regular Meeting of the St. Helena City Council on March 13, 2018, by the following vote:

Mayor Galbraith: Yes
Vice Mayor White: Yes
Councilmember Dohring: Yes
Councilmember Ellsworth: Yes
Councilmember Koberstein: Yes

APPROVED:

[Signature]
Alan Galbraith, Mayor

ATTEST:

[Signature]
Cindy Tzafopoulos, City Clerk