

## City of Bellingham Policy

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**Title:** USING CITY FUEL PURCHASING CARDS  
**Code:** FIN 08.00.05  
**Chapter:** Financial Management  
**Level of Policy:** Administrative  
**Date Issued:** December 1, 2006  
**Date Revised:**  
**Revised by:**  
**Developed by:** Dick McKinley, Public Works Director  
Joan Cady, Public Works Superintendent  
**Approved By:** Tim Douglas, Mayor  
 **Cancels:**  
 **See Also:** FIN 08.00.01, PURCHASING OF GOODS AND SERVICES  
PRO 01, Obtaining A Fuel Card

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### Purpose

This policy authorizes a City Fuel Purchasing Card program and provides guidelines for administration.

### Scope

This policy applies when issuing, using, monitoring City Fuel purchasing cards. This policy applies to all employees and elected officials of the City of Bellingham.

### Definitions:

**Driver Card Holder:** An employee who has been issued a City Fuel Purchasing Card in the individual's name.

**Vehicle Card:** Card approved for use with a specific vehicle

**Loaner Card Custodian:** An employee who has been issued a Generic Fuel Purchasing Card to administer for use by a group of employees.

**Card User:** Any employee who utilizes a Fuel Purchasing Card for City business expenses.

**Approving Authority:** The Departmental official who reviews and authorizes Fuel Purchasing Card expenditures under this policy.

### Policy/Conditions

#### **1. City Provides Fuel Purchasing Cards for City Expenses**

We, the City, provide Fuel Purchasing Cards for City business expenses only and encourage their use.

#### **2. City Does Not Allow Use for Certain Transactions**

We do not allow the use of Fuel purchasing cards for personal use, whether or not the employee intends to reimburse the City

### **3. Public Works Superintendent Administers City Fuel Purchase Card Program**

The Public Works Superintendent or delegate administers the City Fuel Purchase Card program

- Develops and administers purchasing card agreement
- Establishes Fuel Purchasing Card fueling limits, in consultation with the Department Heads, for various purposes
- Approves exceptions to policy
- Develops administrative procedures and documentation
- Issues and revokes Fuel Purchasing Cards.
- Ensures that all card users sign the City's Fuel Card Purchasing Agreement.
- Provides training for all Fuel Purchasing Card users

### **4. Department Heads Implement Fuel Purchase Card Program**

The Department Head or delegate is responsible for issuance and use of all departmental cards, and

- Designates Departmental Fuel Purchasing Card
- Holders
- Custodians
- Users
- Recommends exceptions to fuel card limits for individuals.
- Ensures physical security of the card
- Timely invoice reconciliation and approval by supervisory level staff
- Use is in compliance with FIN 08.00.01, PURCHASING OF GOODS AND SERVICES, including support documentation
- The Department Head may establish additional controls and restrictions to ensure compliance.

### **5. Department Head Monitors Fuel Purchase Card Program**

The Department Head or delegate

- Monitors and reviews all fuel card transactions
- Assures appropriate payment documentation is submitted and maintained in Accounts Payable
- Reviews management reports provided by contracted fueling supplier
- Assures payment is made to the contracted fuel supplier within the contractual obligation period.
- If the Department Head has delegated fuel card purchase program oversight, the Department Head will annually review of the Department's implementation and administration of the fuel card purchase program.

### **6. Card Holders, Custodians, and Users Comply with Policy**

- Cardholders, Custodians, and Users comply with this policy and follow Fuel Purchasing Card Procedures
- Safeguard cards and card PIN number from theft, loss and misuse

- When uncertain of appropriateness of expenditure, request information from Public Works Financial Services Division
- Notify Public Works Financial Services Division immediately if the **card** is lost or stolen
- **Card** Holders and Custodians also
- Maintain supplier invoices, and other related documentation for submittal to Accounts Payable.
- Reconcile the monthly invoice with the contracted **fueling** supplier records
- Verify Accuracy and, or,
- Resolve discrepancies
- **Card** Custodians also
- Provide **Fuel** Purchasing **Card** to **Card** Users
- Establish and maintain time and use records
- Immediately report unauthorized use to Department Head and Public Works Financial Services Division

# City of Bellingham Procedure

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## FIN 08.00.05

### PRO 01 - Obtaining A Fuel Card

Level of Procedure: Administrative  
Date Issued: December 1, 2006  
Date Revised:  
Developed by: Dick McKinley, Public Works Director  
Joan Cady, Public Works Superintendent  
Approved By: Tim Douglas, Mayor  
Cancels:  
See Also:

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#### Action By:

#### Action

#### Employee

1. **Obtains** City of Bellingham Fuel Card Agreement form from PW Financial Services.
2. **Completes** City of Bellingham Fuel Card Agreement.
3. **Forwards** City of Bellingham Fuel Card Agreement to Department Head for approval.
4. If approved,

#### Department Head

- 4a. **Signs** City of Bellingham Fuel Card Agreement and **forwards** to PW Financial Services, and
- 4b. **Instructs** employee on fuel purchasing policy and procedure.

#### PW Financial Services

5. If not approved, **returns** application and agreement to employee with explanation.
6. **Procures card** from fuel distributor.
7. **Activates card**.
8. **Provides** one-on-one training with employee.
9. **Transfers card** to employee.
10. **Stores card** in secure location.

#### Employee

11. **Stores** PIN in a secure location, separate from the fuel card.
12. **Notifies** PW Financial Services immediately if card is lost or stolen.
13. **Returns card** to PW Financial Services if transferred to another department or leaves employment with the City of Bellingham.