

**CITY OF SULTAN  
SULTAN WASHINGTON  
RESOLUTION 21-05**

**A RESOLUTION UPDATING THE POLICIES FOR FUEL CARD USE**

WHEREAS, the State Auditor has recommended that the Council update the written policies to clarify inconsistencies; and

And WHEREAS, the city entered into a Lease Agreement for city vehicles and has a new process for tracking the use of fuel; and

And WHEREAS, the vehicle are assigned a fuel card and the employees use an individual pin number.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The attached document entitled Fuel Card Use Policy is hereby adopted.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 11<sup>th</sup> DAY OF FEBRUARY 2021

CITY OF SULTAN



Russell Wiita, Mayor

ATTEST/AUTHENTICATED:



Tami Pevey, City Clerk



# CITY OF SULTAN

## Fuel Card Use Policy

Adopted February 11, 2021

---

### GENERAL POLICY STATEMENT

Fuel credit cards offer a convenient way for city staff to re-fuel vehicles quickly and efficiently in the course of city business. Fuel credit cards also offer a way to track fuel purchases and audit fuel use. The purpose of this policy is to provide rules, guidance and procedures for the use of fuel credit cards.

#### 1. UNDERLYING PRINCIPLES

- 1.1. Fuel cards are for the express purpose of fueling city vehicles and equipment. Under no circumstances is a fuel card to be used for personal vehicles or to purchase items other than fuel.
- 1.2. All persons with access to a fuel card must sign and have on file with the City Clerk's Office a signed fuel card acknowledgment agreement.
- 1.3. Department directors may enact more restrictive fuel card policies within their respective departments.

#### 2. DEFINITIONS

- 2.1. Card User – Employees with access to a fuel card
- 2.2. Vehicle Card – Card assigned to a specific vehicle
- 2.3. Fuel Card Manager – The Public Works Director or designee

#### 3. EMPLOYEE ROLE & RESPONSIBILITY

- 3.1. Be aware of city policies and procedures regarding the fuel use policy.
- 3.2. Immediately report misuse of a fuel card to your supervisor or department director.
- 3.3. Immediately report a missing or stolen fuel card to your supervisor.
- 3.4. Submit, receipts (if provided) to the fuel card manager monthly for review as required by city policies.

#### 4. MANAGEMENT ROLE & RESPONSIBILITY

- 4.1. Develop policies and procedures to aid front line staff in doing their jobs effectively.
- 4.2. Respond to staff inquiries regarding the fuel use policy.
- 4.3. Review and verify the charges to the fuel card as outlined in this policy.



## CITY OF SULTAN

### Fuel Card Use Policy

Adopted February 11, 2021

---

4.4. Report fraud or suspected fraud immediately to the Fuel Card Manager.

#### 5. POLICY

- 5.1. The Public Works Director or designee will serve as the Fuel Card Manager.
- 5.2. The Fuel Card Manager or designee is responsible for issuing and cancelling fuel cards.
- 5.3. The Fuel Card Manager or designee will assign each employee a personal pin number for fuel card use.
- 5.4. Employees with access to a fuel card (card user) must sign a Statement of Understanding (attached hereto) acknowledging the understanding of this policy, and the consequences for misuse. The signed Statement of Understanding will be kept in the employee's personnel file.
- 5.5. Fuel cards are to be assigned to a specific city vehicle and will be used exclusively for that vehicle for official city business.
- 5.6. Gas cans mixed and straight fuel will be stored in lockable fuel cabinet. Employee that fills cans will grab gas can card at the fuel cabinet. And log the amount of gas on fuel log when complete. Gas can card will be monitored by fuel manager monthly.
- 5.7. Auxiliary diesel tank or tanks will be filled with diesel card. Truck or trucks with auxiliary fuel tanks will have gauge for monitoring fuel for specific equipment located in cab of vehicle. (Example... Joe/Backhoe/Date/Gallons) Fuel manager will monitor invoice monthly as well as fuel log in vehicle.
- 5.8. The card shall never be used for personal, non-city related purchases and/or securing non-city related goods or services.
- 5.9. Fuel cards shall be kept in the glove box of the assigned vehicle. The assigned vehicle must be securely locked whenever the vehicle is not in use in order to limit the opportunity for theft or misuse of the fuel card by a third party.
- 5.10. Employees shall notify their supervisor immediately if a fuel card is lost or stolen. The supervisor shall notify the finance director immediately and cancel the lost or stolen fuel cards. If the card is subsequently found or returned, the card shall be returned to the finance director and will be destroyed.
- 5.11. Every attempt should be made to ensure balances are paid in full each month with the exception of disputed charges.
- 5.12. Any misuse of the fuel card, willfully misreporting fuel use or falsifying receipts will result in reasonable disciplinary actions which may include a combination of the following:



## CITY OF SULTAN

### Fuel Card Use Policy

Adopted February 11, 2021

---

- 5.12.1. Termination of employment.
- 5.12.2. Reimbursement to the City of Sultan for unauthorized purchases and any administrative costs associated with any unauthorized purchase.
- 5.12.3. Other discipline consistent with the collective bargaining agreement and/or personnel policies.

#### **6. PROCEDURE**

6.1 Card users are required to maintain a log of fuel purchases for any vehicle not included in the City's lease program and receipts, if provided. A copy of the log will be submitted to the Fuel Card Manager monthly. The log will include:

-6.1.1 Date and location of the purchase, name of the purchaser, total amount of purchase, odometer readings.

-6.1.2 The cardholder's supervisor may periodically spot check a sample of odometer readings and analyze purchases.

7.1.1 Vehicles under the City's Lease program will not be required to maintain a separate log but will be required to comply with Section 6.2.

When using the fuel card, the employee will:

- 6.1.1 Enter the odometer reading

- 6.1.2 Enter your PIN

- 6.1.3 Request a receipt, if provided

6.3 If an employee loses a receipt, the employee will submit an affidavit accounting for the specific lost information. The affidavit shall accompany request for payment to the finance department.

6.4 When the card statement is received, each department will review and verify the charges. The finance department is responsible for reviewing and verifying charges for vehicles used by more than one department.

6.5 Card statements should be entered into the financial accounting system for payment within 15 business days.

6.6 The employee reconciling the statement should notify the credit card company within 20 business days of any disputed amounts on the statement.