

Accounting Procedures

Fuel Card Program for EMU Owned/ Leased Vehicles

Fuel Card Program Overview:

- Office Supervisor of Physical Plant will order new and replacement fuel cards upon receiving a Fuel Card Request Form. These forms can be found at the following pages and links.

Logistics (Shipping & Receiving):

<http://www.emich.edu/srms/fuelprogooverview.php>,

Accounts Payable:

<http://www.emich.edu/controller/payable/index.php>,

Accounting:

<http://www.emich.edu/controller/accounting/index.php>,

Controller Forms tab:

<http://www.emich.edu/controller/forms.php>,

Business & Finance Forms tab:

<http://www.emich.edu/busfin/forms.php>

- Only one fuel card will be issued per EMU owned vehicle.
- Limit of 3 fuel purchase transactions per day with a daily total of \$200 and \$300 for DPS.
- Limit of \$150. For Quick Lube
- Other limits include \$1,500 for Parts & Service if approved by Motor Pool Staff.
- Emergency Road Service will be available as needed.
- Each Driver will be assigned an individual 4digit PIN number. Drivers will need the fuel card assigned to the vehicle and their own PIN number when purchasing fuel.
- New Drivers will need to complete a Drivers Authorization Code Request to receive a pin number. The request must be authorized by the person responsible for the default Fund/Org/Program.
- Default Fund/Org/Program codes will be assigned to each driver and fuel charges will be processed monthly to those default codes.
- This fuel card program does not pertain to state leased vehicles.

The Driver:

- Ensure the card is used for EMU business purposes only.
- Use card to purchase fuel, oil and lube products only for the assigned vehicle.
- Maintain the card in a secure location at all times.
- Do not use card for personal purchases of any kind.
- Do not share authorization code (pin #) with anyone.

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- Please report name changes in a timely fashion by email to blancas1@emich.edu
Beth Lancaster, Office Supervisor of Physical Plant.
- Report lost or stolen card immediately to your Department Head and call Office Supervisor at Physical Plant @ 487- 4196 or call Wright Express @ 800-492-0669 (if after working hours).

How to use Card:

- Ensure the fuel facility will accept Wright Express Card (look for logo on the pump).
- Check the vehicle odometer reading. You will need to enter this information.
- Insert your card at the pump. Enter your 4 digit PIN and then enter the odometer reading (enter mileage without tenths).
- Give receipts to the designated person in your department responsible for monitoring the fuel purchases.

Driver Liability/Responsibility: The driver of the vehicle is responsible for proper use of the card within stated guidelines of this procedure as well as EMU Policies and Procedures relating to the expenditure of EMU funds. Failure to comply with these guidelines, policies and procedures may result in permanent revocation of fuel card privileges. Use of the card for personal purchases constitutes fraud. Misuse of the card will subject driver to disciplinary action in accordance with EMU Policies and Procedures and may result in the employee's termination. EMU will pursue the matter to the extent the law allows. Payment Card may NOT be used for any fuel, maintenance or repairs of any vehicle that is participating in the Wright Express program.

Department Responsibility: Review the monthly report received from Accounting. Match the fuel receipts received from the drivers to the report. Return the monthly transaction report with the designated department approver signature by the 15th of the following month to the designated Accounting personnel. Department will maintain a copy of the signed report and retain all of the fuel receipts. The department will receive a warning if the signed report is not returned on a timely basis.

- First Offense Written warning to department approver and their supervisor.
- Second Offense Written warning to approver, supervisor and Dean/AVP and retraining on procedures.
- Third Offense Cancellation of participation in Wright Express Program.

Driver PIN Termination: Driver's PIN # will be terminated upon request of the approving Department. Driver pin should be terminated when driver transfers to another department, moves to a new position in which the card is not required, employment is terminated or the fuel card has been used to purchase fuel for a non-business related activity or the driver allows the

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card to be used by an unauthorized individual. Department will promptly notify Office Supervisor of Physical Plant of these changes by email to blancas1@emich.edu .

Processing Fuel Card Invoices & Departmental Charges:

- Accounting staff will log in to the Wright Express web site to access the monthly invoice and enter in Concur so a payment will be processed to Wright Express.
- Accounting will print transaction reports from the Wright Express web site and send the reports to each Department with charges.
- Departments will review the transaction reports with the fuel receipts and return a copy of the report to Accounting with an authorized signature. Department will maintain the transaction report with all of the fuel receipts. Accounting will charge the default FOAP's assigned to the drivers in their department.
- Accounting will upload charges to the respective departments.

Audit of Fuel Transactions:

- An audit of fuel transactions will be conducted periodically as deemed necessary.
- Exception reports must be reviewed, signed and returned same as monthly report.