

CPTC Procedure: Fuel Cards

Coastal Pines Technical College shall provide fuel cards for use in state-owned vehicles. Each state-owned vehicle should be assigned its own fuel card and each driver will be assigned a unique personal identification number (PIN). Fuel cards shall only be used for the vehicle to which it is assigned, and the fuel cards should be accounted for at all times. If a card is lost, it must be reported immediately to the proper authority or personnel. At Coastal Pines Technical College, any lost card must be reported immediately to the Director of Accounting and the Fleet Management Contact on the appropriate campus.

A Fuel Card PIN Number Request Form (see attached) must be completed, approved, and processed in order for an employee to have the ability to use a Coastal Pines Technical College fuel card. The employee's supervisor and division Vice President/Executive Director must sign the request form indicating their approval. The completed request form must be submitted to the Director of Accounting and also approved by the Vice President of Administrative Services. The employee must complete the requirements of the Driver Qualification Procedure as well as the mandatory DOAS Fuel Card training in order to receive a fuel card PIN. The employee's authorization code will be sent to the employee within 10 business days of the date the request is received by Administrative Services providing the required training has been completed.

Assignment of Fuel Cards

Coastal Pines Technical College will obtain a fuel card for each vehicle of the College from Wright Express (WEX) Online. The fuel cards should be assigned a unique seven- digit number with the first three numbers representing the College's business unit number 818 and the last four digits corresponding to the vehicle number displayed on the state vehicle (also corresponding with the last four digits of the VIN). The resulting number is the same as the vehicle identification number used in the State of Georgia Fleet Management system.

Fuel Purchases

The user of the fuel card may use any participating gas station when fueling a college vehicle. When purchasing fuel, regular unleaded gasoline should be used unless diesel or aviation fuel is required. Fuel receipts are not required to be submitted to Administrative Services unless a department is specifically requested to do so for grant coding purposes.

Each month, Wright Express will send a statement of fuel purchases. The employee Fuel Card PIN number will be used to determine the coding of fuel expenditures. After the statement is reviewed and deemed correct, the College will generate a voucher and remit payment to Wright Express.

Responsibility

The Vice President of Administrative Services has the overall responsibility of ensuring this procedure is implemented.

Adopted: February 27, 2014

Revised: November 14, 2023