**University Fleet Fuel Cards FSS/PPS No. 05.13**

**Issue No. 4**

**Effective Date: 02/01/2022**

**Next Review Date: 04/01/2025 (E3Y)**

**Sr. Reviewer: Director, Facilities Management**

**POLICY STATEMENT**

Texas State University is committed to promoting proper budgetary control and ensuring proper training for custodians.

**01. SCOPE**

01.01The purpose of this policy is to identify policies and procedures for obtaining and using university fleet fuel cards.

**02. DEFINITIONS**

02.01 University Fleet Fuel Card – a credit card issued by the state’s fleet fuel card vendor and administered by Facilities Management authorizing the purchase of fuel and services for a university fleet vehicle or approved miscellaneous use.

a. University Fleet Vehicles – all university-owned vehicles used by its faculty, staff, and students. This includes vehicles maintained with university funds, regardless of origin of purchase funds or ownership.

b. Approved Miscellaneous Use – a rental vehicle rented daily or leased long-term from a commercial entity, grounds equipment, generators, or boats.

02.02 Vehicle Custodian – a faculty or staff member assigned the responsibility for providing all required documentation and ensuring proper preventive maintenance, as stated in [UPPS No. 05.05.03,](https://policies.txstate.edu/university-policies/05-05-03.html) Fleet Management Plan.

The vehicle custodian serves as the main contact for information pertaining to the vehicle and serves as the vehicle fleet fuel card custodian for the vehicle.

02.03 Miscellaneous Fleet Fuel Card Custodian – a faculty or staff member assigned the responsibility for providing all required documentation and reporting for the miscellaneous fleet fuel card.

02.04 Services – defined as one monthly drive-thru car wash for a university fleet vehicle, out-of-town repairs on a university fleet vehicle, and the purchase of a toll road tag for a university fleet vehicle for use within the state of Texas. Contact Facilities Management for information on how to obtain a toll road tag for any university fleet vehicle.

02.05 Facilities Management – the director of Facilities Management, or designee.

**03. UNIVERSITY FLEET FUEL CARDS**

03.01 Each Texas State University fleet vehicle is provided one fleet fuel card to be used solely for that vehicle. No other method of payment may be used to purchase fuel and services for that vehicle unless authorized by Facilities Management.

03.02 Miscellaneous fleet fuel cards may only be used for fuel and services for rented vehicles, grounds equipment, boats, or generators, unless authorized by Facilities Management.

03.03 A daily purchase limit has been established by Facilities Management and may be increased as needed for unusual circumstances by contacting Facilities Management for authorization.

03.04 University fleet fuel cards may only be used by an approved driver, as defined in [UPPS No. 05.05.02](https://policies.txstate.edu/university-policies/05-05-02.html), Driver Selection. Authorized users of a vehicle or miscellaneous fleet fuel card must provide their university ID number (PLID) to Facilities Management. The PLID must be used at the fuel dispenser as the PIN code, in addition to the zip code (78666), and the current mileage on the vehicle.

03.05 Facilities Management receives and pays monthly invoices from the state’s fleet fuel card vendor. Transactions are billed accordingly as inter-departmental transfers (IDT’s) to the individual accounts, within 60 days.

**04. PROCEDURES FOR OBTAINING A UNIVERSITY VEHICLE FLEET FUEL CARD OR UNIVERSITY MISCELLANEOUS FLEET FUEL CARD**

04.01 Each university fleet vehicle is assigned one card. Facilities Management orders the card at the time each university fleet vehicle is acquired. The card is given to the vehicle custodian.

04.02 Facilities Management will also provide a miscellaneous fuel card when requested by an account manager.

04.03 A current SAP account number is to be provided to Facilities Management at the time either type of card is acquired for reimbursement of all monthly transactions.

**05. PROCEDURES FOR MANAGING A UNIVERSITY FLEET FUEL CARD**

05.01 It is the responsibility of the vehicle or card custodian to maintain fuel receipts and to reconcile them monthly.

05.02 Facilities Management will provide the card custodian access to an itemized report ([Fleet Fuel Report](https://www.facilities.txst.edu/management/management-vehicles.html)) noting the card usage based on data provided by the state fleet fuel card vendor.

**06. REVIEWER OF THIS PPS**

06.01 Reviewer of this PPS includes the following:

Position Date

Director, Facilities Management April 1 E3Y

**07. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Facilities Management; senior reviewer of this PPS

Associate Vice President for Facilities

Vice President for Finance and Support Services