**University Fleet Fuel Cards UPPS No. 03.01.28**

**Issue No. 1**

**Effective Date: 04/05/2024**

**Next Review Date: 04/01/2027 (E3Y)**

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

**POLICY STATEMENT**

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

**01. PURPOSE**

01.01The purpose of this policy is to identify policies and procedures for obtaining and using Texas State University’s fleet fuel cards.

**02. DEFINITIONS**

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

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

02.03 Services – available for departmental-approved vehicle services in addition to fuel purchases (e.g., a drive-thru car wash or out-of-town repairs on a university fleet vehicle).

02.04 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 Vehicle – all university-operated vehicles and trailers used by its faculty, staff, students, and sponsored drivers. This includes all university-owned or leased vehicles, regardless of origin of purchase funds.

b. Miscellaneous Fleet Fuel Card – a rental vehicle from a commercial entity, grounds equipment, generators, or boats.

02.05 Vehicle Coordinator – the individual appointed by the vehicle custodian to coordinate all vehicle use reports, purchases, transfers, and deletions. The coordinator serves as the primary departmental contact for Facilities Management and as the vehicle fleet fuel card custodian for their departmental vehicles.

02.06 Vehicle Custodian – the appointed individual listed on inventory records as property custodian (department head/director/dean/chairperson).

**03. UNIVERSITY FLEET FUEL CARDS**

03.01 Each Texas State fleet vehicle will be 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. Miscellaneous fleet fuel cards may not be used to purchase fuel for personal vehicles.

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 will be provided with their pin code when approved to drive through the SAP Driver Application module. The pin code must be used at the fuel dispenser, in addition to the university zip code (78666), and the current mileage on the vehicle. The use of another driver's pin code when using a fleet fuel card is strictly forbidden.

03.05 Facilities Management will receive and pay monthly invoices from the state’s fleet fuel card vendor. Transactions will be billed accordingly as inter-departmental transfers (IDT’s) to the individual accounts, within 30 days.

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

04.01 Each university fleet vehicle will be assigned one card. Facilities Management will order the card at the time each university fleet vehicle is acquired. The card will be provided to the vehicle fleet fuel card custodian.

04.02 Facilities Management will also provide a miscellaneous fleet fuel card to the fleet fuel card custodian for approved use as described in paragraph 02.04 when requested by an account manager.

04.03 A valid SAP account number will be provided to Facilities Management when either type of card is acquired for reimbursement of all monthly fleet fuel card transactions.

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

05.01 It will be the responsibility of the vehicle coordinator or fleet fuel card custodian to maintain fuel receipts and to reconcile them monthly.

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

**06. REVIEWERS OF THIS UPPS**

06.01 Reviewer of this UPPS includes the following:

Position Date

Director of Facilities Management April 1 E3Y

**07. CERTIFICATION STATEMENT**

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

Director of Facilities Management; senior reviewer of this UPPS

Associate Vice President for Facilities

Executive Vice President for Operations and Chief Financial Officer

President