

## PHYSICAL PLANT FUEL CARD PROCEDURE

Fuel cards are used for various travels. Employees are assigned departmental cards or, will pick them up when rental cars are requested and reserved.

Departmental fuel cards are kept in the employees/travelers procession.

Rental fuel cards are kept at the Physical Plant and issued at the time of travel.

Prior to traveling, the traveler will pick the fuel card up from the Physical Plant.

All travelers will be issued a copy of the Physical Plant Fuel Card Procedure and a copy of the State of Arkansas Fuel Card Policies and Procedures before traveling.

The traveler will sign a form stating that they have received a copy, read and understand the Physical Plant Fuel Card Procedures. The signed form will be kept on file at the Physical Plant.

- Fuel cards with assigned ID number will be picked up from the Physical Plant. ID number shall not be shared. Sharing ID number violates the State Security Policy.
- Travelers will be allowed to use fuel cards at various fuel stations. Prompting for a 6 digit ID number and odometer reading. A fuel receipt is required after each transaction Rental ID numbers will be changed every 3 months by Brandi Lynch (Travel Administrative Assistant). ID numbers and fuel cards will be kept in a secure location at the Physical Plant by Brandi Lynch (Travel Administrative Assistant)
- All travelers that require a rental will return the fuel cards and original fuel receipts to the Physical Plant at the end of the travel.
- All travelers that are assigned a departmental fuel card will return the original fuel receipts to their department liaison.
- Fuel receipts will be matched to the monthly WEX Statement. Donna Murphy (Physical Plant Director's Administrative Assistant) will sign the reconciliation sheet before departments are billed.
- Departmental fuel receipts will be logged by their department's liaison, and a copy of the log sheet and receipts will be received at the Physical Plant by the 1<sup>st</sup> of each month. Log sheets must be signed and dated. Fuel charges will be billed on the 15<sup>th</sup> of each month.
- If there are any discrepancies, the department will be notified and a resolution requested. An email will be sent to the department when discrepancy is resolved.
- Employees that are assigned a permanent fuel card shall return his/her fuel card to Donna Murphy (Physical Plant Director's Administrative Assistant) when ending their employment at UCA. Donna Murphy (Physical Plant Director's Administrative Assistant) will deactivate and destroy the fuel card.