

Title:		Contents:	P-2850
STATE "VOYAGER" FUEL CREDIT CARDS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	08-18-14	Supersedes No.:	Dated 01-01-10
		Page No.	1 of 4

Purpose

The purpose of the State "Voyager" Fuel Credit Card Program is to provide an alternative to County departments to fuel County vehicles and equipment at retail gasoline stations, if a County fueling site is not geographically or readily accessible.

Use of Card

Voyager Cards are to be used only:

- By County employees to whom they are issued
- For fuel purchases which include unleaded gasoline, propane, CNG, LPG. Users should purchase regular grade unleaded gasoline unless mid-grade or premium grade gasoline is recommended by the manufacturer specifications.

Voyager Cards shall not be used for:

- Personal purchases of any kind (e.g., food, beverages, or any other type of concessions, etc.).
- Personal vehicles (e.g., fuel, parts, services, etc.)
- Servicing County vehicles (e.g., car washes, mechanical repairs, tire repairs, lube and oil changes, etc.).

Program Manager

Each Department participating in the Voyager Fuel Credit Card Program will assign a manager to oversee the program. The Program Manager will be responsible to monitor and ensure compliance with program policies, maintain a central and current listing of program participants and maintain records of authorized requests and cancellations.

Cardholder's Manager – Responsibilities

Each departmental line manager who has subordinate staff to whom cards are issued will be responsible to oversee all aspects of the program within his/her respective organization. The cardholder's manager will be responsible for:

- Approving applications for all Voyager credit cards;
- Reviewing card receipts and invoices to verify that all associated purchases are appropriate and comply with this policy;
- After verification, approving payment for each subordinate cardholder's monthly billing transactions;

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		Page No.	2 of 4

- Maintaining copies of invoices, credit card receipts and any other documents associated with Voyager cards assigned to their organization; and
- Ensuring that appropriate steps are taken to properly dispose of cards that are no longer required.
- Notify Program Manager when the card is rejected or lost/stolen

Proper Use of the Card

Approved authority to use the Voyager credit card assigns the responsibility to the cardholder to ensure the proper use of it. Should an authorized cardholder resign, retire or otherwise leave County service, the cardholder's manager must promptly forward a memorandum to the Program Manager to remove the employee as an authorized user. The card will be collected by the appropriate custodian, and returned to the Program Manager for disposal.

Guidelines for Making a Purchase

Use of the Voyager credit card is only authorized for fueling of assigned County vehicles.

Before leaving the vendor, the individual cardholder is responsible to verify the correctness and accuracy of the price and amount of his/her order and to retain the receipt, to be submitted to the appropriate manager for review.

If a dispute cannot be resolved at the point of purchase, the issues should be immediately documented in writing. The item(s) in question should be circled on the receipt, and an explanation of the discrepancy shall be annotated by the cardholder, and forwarded to the cardholder's manager for review. Timeliness for reporting errors/problems is imperative.

If the credit card is rejected at a point of sale, cardholders may make the purchase via another method (e.g., personal credit card or cash for reimbursement through Petty Cash, etc.). The cardholder shall notify his/her manager and the Program Manager, to report the rejection, reason for rejection, and the vendor's name.

Security of Voyager Credit Card

Each cardholder will be solely responsible for the security of his/her credit card at all times.

Authorized cardholders must be aware of the possibility of fraudulent use and shall make every effort to keep the card secure. Cardholders should maintain the Voyager credit card in their wallet/purse for security.

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		Page No.	3 of 4

Lost or Stolen Voyager Credit Cards

If any card is lost or stolen, it is the responsibility of the cardholder to immediately notify Voyager at 1-800-987-6591. This is a 24-hour customer service number. Until Voyager is notified, the County is liable for all purchases made. The cardholder's manager and the Program Manager must also be notified, as soon as possible, if a card is lost, stolen or damaged.

Recording and Processing Transactions and Transaction Logs

Prior to signing the charge receipt, the cardholder is responsible for making sure that the quantity; full description of item(s); price, and total of any and all items are on the charge slip or an itemized invoice or other receipt from the vendor.

Whenever a credit card purchase is made, all documentation associated with the purchase (e.g., credit card slip, itemized receipt, etc.) shall be retained as proof of purchase. Such documentation shall be used to verify the purchases listed on the invoice.

The cardholder's manager is responsible for ensuring the validity and appropriateness of charges listed on the monthly Voyager invoice from U.S. Bank. The cardholder's manager will, upon a review and approval of all charges, sign and forward the invoice to the Accounts Payable unit for processing payment.

The Accounts Payable unit will receive and retain all written purchase approvals, original purchase receipts, invoices and/or credit slips, and monthly billing statements for a period of five years, or until audited.

General Prohibitions and Non-Compliance

The following general prohibitions and resultant actions for non-compliance with this policy shall apply to all cardholders:

- Under no circumstances may Voyager Cards be used to purchase anything other than fuel.
- Failure to comply with these procedures may result in card privileges being revoked.
- Misuse or fraudulent use of the card may result in formal disciplinary action, including discharge from County service.
- Cardholders must surrender their card immediately to their Section/District/Division/Program Manager, as directed, due to unauthorized use (e.g., using the card for personal purchases).

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ATTACHMENT A

[Department Name]

Voyager Card No. _____

Service/Division/District _____

**FUEL PROCUREMENT CARD (VOYAGER) PROGRAM
EMPLOYEE ACKNOWLEDGEMENT AGREEMENT**

This program is designed to assist you in your assigned county duties by allowing you to make fuel purchases for your assigned county vehicle at retail service (Gas) stations.

Your full cooperation is essential to maintaining the appropriate use of any County issued procurement card. If you have a question as to the use of the card, ask your supervisor or manager.

I hereby acknowledge and understand that the fuel procurement (Voyager) card that I have been issued is only authorized for my assigned County vehicle, and is only to be used for fuel purchases during the course of my official County duties/business; and that no other goods or services shall be purchased with the fuel procurement (Voyager) card. I further understand that misuse of the fuel procurement (Voyager) card shall result in disciplinary action, up to and including discharge from County service. I agree to return the fuel procurement (Voyager) card upon request of my supervisor or higher level authority. I understand that the use of the fuel procurement (Voyager) card after my privileges have been removed or withdrawn is prohibited. Further, if the card is lost, damaged or stolen, I shall immediately notify U.S. Bank, my supervisor, and my Section Manager.

Employee No. _____

Employee Name (Print)

Date

Employee Signature