

To: Departments using fuel credit cards

From: Joe DiRuzza

Re: Fuel Cards

Attached you will find a policy and instructions for the new SuperFleet Fuel Card program, as well as a list of user ID's for the employees in your department. The City entered into contract with SuperFleet to gain access to discounts and controls that are not available with the current bulk purchase fuel program. At this time, not every City department is switching to fuel cards. The contract with SuperFleet will run for a year and if successful may be expanded to include more departments in the near future.

Specific user ID (PIN) numbers have been assigned to the employees in each department that will be using fuel cards. The user ID is 6 digits in length. The first 2 digits represent the department code to which the employee (user) belongs. The last 4 digits are almost always equal to the last 4 digits of the user's social security number. There may be instances where more than one employee in the same department has a social security number that ends in the same last 4 digits. In such a case, one of the duplicate employees will have their user ID number adjusted, and it will **not** match the last 4 digits of their social security number. If your department has any such employees, you will be notified.

Below is a list of corresponding codes that will make up the first 2 digits of the user ID's in each respective department:

Department	Code
Mayor's Admin	10
- Includes: Service Director, Safety Director and Compliance	
Code Enforcement	11
Police	12
Fire	13
Building Maintenance	24
Health	30
Community Development (CD)	50
Information Systems	54
Courts - Judges	70

Please make a copy of the policy and instructions available to all users in your department. Also, inform employees of their user ID number and stress to them the importance of keeping their ID strictly confidential.

POLICY FOR THE USE AND ADMINISTRATION OF RETAIL FUELING CREDIT CARDS

To ensure that Retail Fueling Credit Cards are used responsibly and efficiently, this policy is established to provide specific guidance and instruction.

1. A Retail Fueling Credit Card ("Card") is a payment card used for gasoline, diesel, or other fuels at gas stations that are authorized by the City.
2. The Card is the property of the City of Canton and, as such, its use is subject to all City Work Rules. The sole purpose of the Card is to provide for the purchase of fuel for City owned vehicles and/or tagged assets only.
3. Cards and PIN numbers are to be issued only at the request of an Appointing Authority, Elected Official, or their designee and should be requested on a form designated for such use by the Department of Motor Vehicles (DMV) or the Purchasing Department.
4. The Card is to be kept securely in the vehicle to which it is specifically assigned.
5. PIN numbers are given only to authorized users on an individual basis and are **not** to be shared with other employees or individuals.
6. Cards are operable only in conjunction with a valid PIN number.
7. Cards are only to be used to fuel the vehicle to which they are specifically assigned.
8. An accurate odometer reading must be entered each time a vehicle is being fueled.
9. Employees who abuse or violate sections 4 through 7 of this policy will be subject to discipline up to, and including, dismissal.
10. Each department shall work with the DMV and/or Purchasing to maintain a complete and accurate list of vehicles that are assigned Cards and those City employees who have been assigned a PIN number.
11. Names of employees who should no longer have a PIN number, such as those who terminate employment, must be reported to the DMV and/or Purchasing immediately so the employee's PIN can be disabled.
12. Cards are authorized to dispense pre-determined types of fuel that are appropriate for the vehicle to which the Card has been assigned.
13. It is the responsibility of each department to monitor the use of the card. Purchasing will issue periodic reports to assist departments with monitoring usage of the Card.
14. All departments will receive a monthly billing statement showing fuel purchases with Cards authorized for use with their department.
15. Departments must review monthly billing statements to ensure that no errors have occurred and no unauthorized use or abuse of the Card has occurred. Discrepancies or irregularities should be investigated immediately and noted by email to the Purchasing Department.
16. Each department shall complete their review of Card purchases within ten (10) business days of receipt of the billing statement. All departments will submit a verification of their review to the Purchasing Department via email within the 10 day period.

INSTRUCTIONS FOR FUELING VEHICLES USING THE SUPERFLEET FUEL CARD

****Should be used only at Speedway or Marathon locations****

Use: To fuel specific vehicles on the SuperFleet Fueling Program. Fuel card must stay in a secure location inside the vehicle to which it has been assigned and can only be used with that particular vehicle. The instruction sheet should remain in the same secure location as the fueling card.

- To maximize savings, fuel cards should be used at Speedway stations. Marathon stations should be used as a backup due to lower discount rates.

Fueling Instructions:

17. Swipe the card at any Speedway or Marathon gas station.
18. Enter the mileage of the vehicle when prompted and then hit "enter".
19. Enter your specific employee ID number when prompted and hit "enter".
20. Choose the specific type of fuel for the vehicle and fill the tank.
21. After replacing the fuel nozzle, print a receipt and return it to a manager in your office by the end of your shift.