

Program:

The fuel card program is provided by the operations directorate for all departments using District vehicles and is managed by Wright Express (WEX). **The fuel card must be used to purchase fuel for District vehicles only when conducting District business.**

Fuel Cards:

The department manager (director, department head or supervisor), to which the vehicle is assigned, is responsible for applying for a card for each vehicle, placing the cards in the appropriate vehicles, and checking the information on the cards for accuracy. If any information on a card is incorrect, notify the operations business and finance manager for a replacement card. **It is recommended each District vehicle is assigned a fuel card that is kept in the vehicle at all times. (The only exception is when the vehicle is being repaired and /or is in the custody of an outside vendor. In this instance, the fuel card should be forwarded to the appropriate individual identified by the department manager. The fuel card must be returned to the vehicle once the vehicle is placed back in service). A department manager may modify this requirement for their department's specific needs. However, any modification to this requirement must ensure the card, and more importantly the driver ID number, is maintained in a manner which mitigates the threat of loss or fraudulent use (For example, the individual responsible for reconciling the fuel card purchases should not have access to both the fuel cards and the Driver ID numbers).** The information on the card includes the District account number and prefix, the vehicle card number, the District vehicle number, and the expiration date. **The card must be used to purchase fuel only for the vehicle to which it is assigned.**

If the card is lost, stolen or damaged, the driver must immediately inform their supervisor/manager and the operations business and finance manager. *A department manager may require additional actions such as a memorandum or a loss report as well as subject the card custodian (holder) to corrective or disciplinary actions if it is determined there was negligence on behalf of the card custodian (holder).* If the incident occurs after office hours or on weekends, the driver must call Wright Express Customer Service Department at 1-800-492-0669 to cancel the card, and then notify their supervisor/manager or the operations business and finance manager of the incident on the next business day.

Fuel Card Application Procedures:

The department manager may obtain a copy of this fuel card program policy, procedures and application packet from the District website or by contacting the operations business and finance manager. The department manager may complete or request the employee to complete application. It is the responsibility of the department manager to ensure each employee has read and understands the fuel card program prior to signing the application. The application must be signed by both the department manager and the employee prior to submitting the application to the operations business and finance manager.

Driver ID Numbers:

The Driver ID is a four-digit number that is assigned to each driver in the program. Drivers must use this number when making a purchase with the fuel card. **Driver IDs must be kept confidential.** A driver who

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forgets an ID number must contact the Operation Business and Finance Manager for a copy of it. Wright Express will not give out ID numbers to drivers.

A Driver ID can be used with any fuel card assigned to any District owned vehicle. However, it is recommended each vehicle is assigned a fuel card. Each Driver ID is assigned to a specific District budget account number. All purchases made with a Driver ID will be charged to the assigned District budget number and expensed to 10r8LOCA.547480.079. *A department manager may require each fuel card be assigned to an individual driver and vehicle prohibiting the use of the fuel card by any other driver other than the driver assigned to the vehicle. This requirement may be made at the discretion of each department manager.*

Billing:

The billing cycle closes at the end of the month and the fuel charges will appear in the department budget report the following month. The billing will be derived from the District department account assigned to each Driver ID. On a monthly basis, each department manager will receive a copy of the detailed transactions for the department charges for the previous billing cycle. A (District wide) purchase order will be issued to account code 10330.547480.079 to process invoice payments.

Any transaction dispute must be emailed to the Operations Business and Finance Manager (angela.mcintosh@kcpublicschools.org) within sixty (60) days of the billing date of the transaction. The Operations Business and Finance/Manager will investigate the dispute and will report the disputed charge, as appropriate, to WEX via fax at (800) 395-0809 or by mail to Customer Service, Wright Express, 97 Darling Avenue, South Portland, Maine 04106.

The card is to be used for official District business only. Unauthorized charges are not allowed and will result in cancellation of the Driver ID and/or termination of employment. The card custodian (holder) will be personally responsible for reimbursing the District for any unauthorized charges on billings. Unauthorized charges will be reimbursed to the District via payroll deductions. The card custodian (holder) will be subject to corrective action including disciplinary action which may result in termination of employment.

Monthly Reconciliation:

On a monthly basis the operations budget and finance manager will download the detailed report of fuel card transactions and a copy of the invoice from the WEX online system. The Driver ID number column will be deleted; the data will be sorted and distributed to each department manager and to the staff accountant in the accounting department. Each month a copy of the invoice will be forwarded to the staff accountant. On a monthly basis, each department manager will be responsible for ensuring a reconciliation of the fuel charges reported by WEX is completed, reviewed, approved and submitted to the accounting department. The monthly reconciliation is due by the 15th. The staff accountant should collect the monthly reconciliations and review for completeness and accuracy against the complete detailed transaction report and the monthly invoice (each department manager is responsible for reviewing fuel card transactions for propriety). The staff accountant should notify the accounts payable manager and the appropriate department manager of any discrepancies between the detailed transaction report, the monthly reconciliation and the invoice. The completed, reviewed and approved monthly

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reconciliations must be forwarded by the staff accountant to the accounts payable department to support the payment of the invoice.

Monthly Journal Entries:

Each month the operations budget and finance manager will process a journal entry, based on the information reported in the detailed transaction report, to record the monthly fuel card expense by department. The following location codes will be used: Information Technology (0416); Truancy (0103);

Using the Card:

1. Verify the fuel station you are using accepts the Wright Express card. This includes most name brand stations. You should shop around for the best fuel price among participating stations within a reasonable distance.
2. **The Driver ID must be kept confidential.**
3. **The driver must request a receipt** for each fuel purchase to compare with the monthly billing.
4. If the driver does not obtain a receipt or a receipt is lost or damaged, it is the responsibility of the driver to contact the merchant to obtain a replacement receipt. If the merchant is unable to produce a replacement receipt, the driver may submit the information recorded on their fuel tracking form (see item 7 below). The driver must obtain department manager approval and may face disciplinary action for failure to follow the fuel program policy as required.
5. **Only regular grade gasoline or diesel fuel is allowed.**
6. Keep the fuel card away from magnets or credit cards to protect the magnetic stripe.
7. A fuel card usage (tracking) form should be maintained for each vehicle for use each time the fuel card is used. At a minimum the tracking form should require the vehicle #, date, time, mileage, fuel purchased in gallons, fuel purchased in dollars, the fuel station location and the employee's signature.
8. The tracking form and receipts must be reconciled on a periodic basis (daily, weekly, monthly) to the charges appearing on the invoice. Unauthorized or incorrect (disputed) charges should be immediately reported in writing to the Operations Business and Finance Manager. The disputed charges must be identified and a basis for the dispute must be provided. Disputed charges not reported within 60 days of the billing date of the transaction will be considered an unauthorized charge and the card custodian (holder) will be responsible for reimbursing the District and/or subject to disciplinary action.

Procedure:

1. The driver inserts the fuel card into the pump and requests a receipt.

(or)

If the card cannot be used at the pump, the station attendant swipes the card inside the station; if the card does not swipe, the station attendant must call 1-800-842-0071 for authorization.

2. The driver inputs the exact odometer reading; do not include tenths of miles.
3. The driver inputs the Driver ID number.

Fraud Prevention Guidelines:

- Do not keep cards and Driver IDs together or write the Driver ID on the card.
- Avoid giving a Driver ID to a station attendant – insist on entering the number without the help of the attendant. During times of electronic outages, etc., you may be asked to disclose your Driver ID for sale authorization. If you believe the integrity of your Driver ID has been compromised for any reason, report it to the Operations Business and Finance Manager as soon as possible.
- Protect entry of the Driver ID from the view of an attendant(s) and other store customers.
- Do not allow the card out of sight during a sales transaction.
- Verify the purchase information is correct before signing the receipt.
- Avoid signing blank receipts or receipts without dollar or date information.
- Always check your card when returned to you after a purchase. Make sure it is your card.
- Do not leave cards or receipts accessible.

