

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Purchasing Policy Section 1010 - Fleet Cards.

**REQUESTED ACTION:** Staff Recommends Approval

Work Session (Report Only)    **DATE OF MEETING:** 2/22/2011  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_                                      Termination Date: \_\_\_\_\_  
Managing Division / Dept: Budget & Purchasing

**BUDGET IMPACT:** No Budget Impact - Policy Update  
 Annual                      **FUNDING SOURCE:** \_\_\_\_\_  
 Capital                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
 N/A

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**HISTORY/FACTS/ISSUES:**

The Sumter County Board of County Commissioners Purchasing Policy, Section 1010 (attached) regarding Fleet Cards, requires updating to increase authorized transaction and daily dollar limits for fuel purchases. Due to increasing fuel prices, the current transaction limits do not allow vehicles with higher capacity tanks (i.e. fire engines, dump trucks) to be filled without violating the policy.

This update, while maintaining reasonable dollar limitations, provides internal control and will allow drivers of vehicles to perform necessary functions without violating the policy.

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SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS PURCHASING POLICIES AND PROCEDURES		SECTION NO: 1010
Title: FLEET CARD POLICY		
Effective Date: OCTOBER 1, 2008	Amended:	Page Number: 1 of 3

I. GENERAL:

The Sumter County Fleet Card Program is designed to improve efficiency in processing fuel from any vendor that accepts the Sumter County Board of County Commissioner's fleet card. This program will allow the cardholder to purchase only fuel directly from accepting vendors and does not apply to charges for emergency repair or other related services. This will be inscribed on the fuel card itself.

II. ISSUANCE:

The Division/Department will provide a list of vehicles in which the fleet cards should be issued and kept inside that specific vehicle. The County Administrator will approve or disapprove the recommendations. Fleet cards will be issued based on the approval and on the authority of each vehicle as well as pin numbers for each authorized individual or work group, and in accordance with provisions established in the Wright Express Business Charge Account Agreement.

III. Fleet Card Transaction Limits

A. Passenger Automobiles and SUVs - Fleet Cards are subject to three limits:

- a. maximum transaction dollar amount of \$100,
- b. daily dollar maximum of \$200, and
- c. no more than four transactions a day.

B. Non-Passenger Work Vehicles (Dump Trucks, Fire Trucks, etc.):

- a. maximum transaction dollar amount of \$300,
- b. daily dollar maximum of \$1,000, and
- c. no more than four transactions a day.

When refueling a vehicle, if it is necessary to exceed established transaction limits, the vehicle operator shall request prior approval from the Division Director. If the Division Director is unavailable, the Assistant County Administrator or County Administrator may be contacted. Once approval is received, the vehicle operator must note the reason for the overage on the receipt and have the Division Director sign it prior to submitting the receipt for payment.

~~TRANSACTION DOLLAR LIMIT:~~

~~The single per transaction dollar limit shall not exceed \$100.00.~~

Departments with the approval of the Purchasing Agent selected to participate in the program shall specify:

- a. Authorizations tied to budget limits.
- b. Restrictions on the types of vendors with which the card may be used
- c. Any additional controls available.
- d. Fleet credit cards may be used to purchase fuel only. Cash advances are strictly prohibited.

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**IV. TAX EXEMPT NUMBER:**

All Fleet Fuel Card purchases are exempt from all state and local use tax. The Sumter County Board of County Commissioners Tax Exempt I.D. Number is to be given to all vendors to avoid payment of state and local use tax. The use of the County's Tax Exempt I.D. Number for personal use is strictly prohibited. Any employee caught using the County's Tax Exempt I.D. Number for personal use will receive disciplinary action to include, but not limited to, immediate termination of employment. Additionally, F.S. 212.085, states that in addition to being liable for payment of the tax plus a mandatory penalty of 200 percent of the tax, such person shall be liable for fine and punishment as provided by law for a conviction of a felony of the third degree, as provided in s. 775.082, s. 775.083, or s. 775.084.

**V. RECEIPT OF GOODS AND REPORTING INFORMATION:**

To insure prompt and proper payment of receipts/invoices, the following procedure should be strictly adhered to, noting that timeliness and completeness are of utmost importance to the success of the process.

**RECEIPTS:** All fleet card users should submit for processing all of their transaction receipts. All receipts should be attached to the monthly department Invoice Statement when sent to Finance for payment. Submission of all properly authorized documentation is due to the Clerk's Finance Office five days after the department has received the monthly statement.

**REPORTS:** The report will identify the vehicle, the user, and the amount of fuel purchased. Each vehicle will be assigned a fleet card. Each user will be assigned a pin number for utilization that can be used with any vehicle's fleet card. The report will identify the pin number and fleet card that is utilized to purchase the fuel for all purchases. If a particular user is delinquent in producing receipts for three consecutive billing cycles their pin number will be suspended. The County Administrator will determine sole discretion of the length of the suspension. The County Administrator also has the authority to remove a user completely from the fleet card account pending repeat offenses of this policy.

**VI. INTEREST AND PENALTY:**

If any interest is acquired due to late submission of the monthly payment to the Clerk's Finance Office the violating department will be charged with the interest payment. The Clerk's Finance Office must receive all documentation five days after the department has received the monthly statement.

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**VII. DISPUTED CHARGES AND ASSISTANCE:**

In the event of a disputed charge, in which the authorized personnel is unable to resolve the disputed purchase with the fleet card company then the pin holder should promptly complete a Fleet Card Dispute Form (see Exhibit Q) and notify his/her supervisor. The completed dispute form should then be forwarded to the Purchasing Agent, who will forward the form to the Financial Institution and a copy to the Clerk's Finance Office.

**VIII. LOST OR STOLEN CARDS:**

Report lost stolen fleet cards to the Financial Services Department immediately. If not reported immediately, the Sumter County Board of County Commissioners may be liable for the fraudulent charges and, if liable, the department's budget will be charged.

**IX. INAPPROPRIATE PURCHASES:**

Neither the bank nor the merchant bears any responsibility for inappropriate charges. If a charge was made by the pin holder, the merchant will be paid and the department budget charged, unless the department disputes the charges. Individual pin holders may be subject to disciplinary action up to and including termination if illegal and/or inappropriate charges occur.

**X. PIN HOLDER PERFORMANCE:**

A pin holder's responsible supervisor shall review their charges, as they are responsible for a pin holder meeting all of the requirements specified for the use of the vehicle's fleet card. The completion of the review will be documented by signing and dating by the monthly department Invoice Statement obtained from the fleet card accounting company.

**XI. CANCELLATION OF CARDS:**

Whenever the employment of a pin holder is ended, the pin holder's supervisor is responsible for providing documentation to the Financial Services Department for cancellation. The Financial Services Department will forward a copy of the cancellation form to the Clerk's Finance Office.

**XII. RECORD KEEPING:**

Each pin holder shall match their invoices to the monthly department Invoice Statement and forward to their supervisor for review. Pin numbers will not be issued to employees designated as being in probation status with the exception of Senior Staff or Department/Division Heads. All other exceptions will require approval by the County Administrator and the Purchasing Agent.

If you need assistance, please contact your responsible supervisor or the Purchasing Agent.