

TITLE: WEX Inc. Fuel Card

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PURPOSE

The purpose of this policy is to ensure that Santa Fe Police Department employees authorized by the City of Santa Fe to conduct governmental business use the fleet fuel card appropriately so that the city’s fleet assets are efficiently and cost-effectively operated and managed.

DISCUSSION

In order to provide fuel services for Santa Fe Police employees issued a department vehicle, employees required to travel for department authorized training and other related business, or for emergency situations, the Department provides a WEX Inc. card for fuel purchases at stations inside and outside of the city and state.

POLICY AND PROCEDURE

AUTHORIZED PERSONNEL

103.1.01 Only authorized personnel will possess and use a WEX Inc. Fuel Card issued by the Department. The Department may issue a WEX Fuel Card or a WEX Travel Fuel card.

- A.** Department employees issued a Department vehicle that is used in the discharge of their duty assignment may be issued a *WEX Fuel Card* to fuel their Department issued vehicle.
- B.** Department employees travelling for business related matters overnight or out of state in a Department vehicle or an authorized rental

vehicle may be issued a *WEX Travel Fuel Card* to fuel the Department/rental vehicle.

PERSONAL IDENTIFICATION NUMBER (PIN)

103.1.02 In order to use the fuel card, each authorized employee will be provided a Personal Identification Number when issued the card. The employee shall not share the PIN with anyone else or allow usage of the PIN.

FUEL CARD USE

103.1.03 Fuel cards may only be used for purchasing fuel for department issued vehicles and rental vehicles for authorized personnel.

- A.** Fuel cards are not to be used to purchase fuel for privately owned vehicles.

WEX FUEL CARD

103.1.04 WEX Fuel Cards are issued to employees with the purpose of fueling Department issued vehicles for daily operations and are only authorized to purchase fuel within the Santa Fe City Limits.

- A.** The Department employee may only use their issued fuel card to purchase fuel for their issued Department vehicle.
 - 1. If an employee is issued a loaner vehicle, they shall send an e-mail to the Deputy Chief of Administration providing notice. The e-mail will include the fixed asset number of the loaner vehicle they will be using. Once they return to their primary vehicle, they shall provide an e-mail notification to the Deputy Chief of Administration.
 - 2. If an employee does not have their fuel card and they require fuel for their Department vehicle, a Sergeant or above may use their issued fuel card to fuel up their subordinate’s Department vehicle. The Sergeant or above will provide an e-mail to the Deputy Chief of Administration with the following information:
 - a. Subordinate’s name;

- b. Subordinate's fixed asset number for their Department vehicle;
 - c. Date and time of purchase;
 - d. Location of purchase;
 - e. How many gallons were purchased;
 - f. Cost of the purchase.
- B.** In all instances when Department employees are required to travel beyond the City of Santa Fe for business related matters (e.g. training, meetings, conferences) they shall fuel up their department vehicle prior to departing Santa Fe and/or on their last duty day.
- C.** Department employees required to travel beyond the City of Santa Fe for business related matters (e.g. training, meetings, conferences) in which travel will require re-fueling shall request approval from the Chief or his/her designee to use their issued fuel card prior to purchasing fuel outside the City Limits.
- 1. If the training is multiple days, the employee would not pass through Santa Fe while travelling to the training, and they will require fuel they may request in their training memo to make a fuel purchase.
- D.** The WEX Fuel Card may also be used for refueling of Department vehicles in the event personnel have to deploy for an emergency situation outside the City Limits and require a fuel purchase in order to return back to the City Limits or to continue with the operation.
- 1. The requesting employee shall contact the Deputy Chief of Administration for approval prior to making the fuel purchase.
 - 2. The requesting employee will be required to complete a memo routed to the Deputy Chief of Administration explaining the need for the purchase, why they were unable to obtain fuel prior to departing the City Limits, and the nature of the incident.
- E.** The WEX Fuel Card may be used in incidents where an employee fails to fuel up prior to departing the City Limits and requires a fuel purchase in order to return to the City Limits.
- 1. The requesting employee shall contact the Deputy Chief of Administration for approval prior to making the fuel purchase.
 - 2. The requesting employee will be required to complete a memo routed to the Deputy Chief of Administration explaining the need for the purchase and why they were unable to obtain fuel prior to departing the City Limits.
- F.** Personnel permanently assigned to the Region III Narcotics Task Force may purchase fuel outside the City Limits, but shall purchase fuel in the City Limits at every possible opportunity.
- G.** WEX Fuel Cards issued for this purpose are not permitted to make emergency purchases in the same manner as the WEX Travel Fuel Card.

WEX TRAVEL FUEL CARD

103.1.05 Department employees required to travel beyond the City of Santa Fe for business related matters (e.g. training, meetings, conferences) in which travel will be out of state and/or require an overnight stay may be issued a WEX Travel Fuel Card.

- A.** When needed for travel purposes the WEX Travel Fuel Card(s), PIN(s) and Vehicle Mileage Logs will be issued by a designee of the Chief's Office at least one day prior to the date of travel.
- B.** The vehicle mileage log will be issued and shall be filled out completely and accurately by the employee.
- C.** The following will be documented on the vehicle mileage log:
 - 1. Date/Time of Check Out of Travel Card
 - 2. Employee name
 - 3. Beginning mileage
 - 4. Mileage upon fueling
 - 5. Fueling Station where purchase occurred
 - 6. Date/Time of Return of Travel Card
 - 7. If an emergency purchase is authorized to be made in accordance with this policy, the employee will document what was purchased and the expense (see emergency purchase).

- D. A copy of the receipt from the pump/fuel station for each fuel purchase is required to be turned in with the WEX Travel Fuel Card and Vehicle Mileage Log upon return from travel.
- E. Upon return from travel the above items must be returned to the issuer (Chief's Office) within 24 hours. If the return day is a weekend or holiday, on the next business day.
- F. Department employees shall fuel up their Department vehicle prior to departing Santa Fe and/or on their last duty day before beginning travel.
- G. WEX Travel Fuel Cards issued to employees for fueling Department issued vehicles and rental vehicles are permitted to make emergency purchases, in accordance with Directive 103.1.06 *Emergency Purchases with WEX Travel Fuel Card*.

EMERGENCY PURCHASES WITH WEX TRAVEL FUEL CARD

103.1.06 The primary use for the WEX Travel Fuel Card is for fuel purchases. An emergency purchase of safety related items can be requested in situations where the safe operation of the vehicle is compromised.

- A. Only WEX Travel Fuel Cards issued for fueling department issued vehicles and rental vehicles are permitted to make emergency purchases.
- B. The following items can be purchased after receiving a proper authorization through the Deputy Chief of Administration:
 1. Wiper blades
 2. Vehicle fluids; only to add fluid to prevent engine or component damage in accordance with the vehicle owner's manual (e.g. low radiator fluid, low engine oil, low anti-freeze). This is not intended to fully replace or conduct a full oil change.
 3. Brake service (if due to damage or failure)
 4. Transmission service (if due to damage or failure)

5. Glass repair/replacement (if due to extensive damage)
6. Emergency repairs required for safety

- C. Prior authorization by the Deputy Chief of Administration must be granted before any of the described emergency repairs can be made. The receipt for service/repair and any related paperwork will be turned in with the WEX Travel Fuel Card and vehicle mileage log upon return from travel.

AUTHORIZED FUEL PURCHASES

103.1.07 Department employees are authorized to purchase the following fuel products with the fuel cards:

- A. Fuel purchases are restricted to self-service, unleaded fuel. Unleaded fuel shall be the regular grade 87 octane.
- B. Only personnel issued a Police motorcycle are authorized to purchase "Premium Grade" 92/93 octane fuel as recommended by the manufacturer.
- C. Only personnel issued a diesel vehicle or those charged with the care and maintenance of vehicle or equipment requiring diesel fuel are authorized to purchase diesel fuel.
 1. Blended-for-the season diesel fuel in diesel powered vehicles.
- D. Fuel purchases should be made in a cost effective manner. In some market areas, fuel pricing may vary significantly.

MISUSE OF FUEL CARD

103.1.08 Unauthorized purchases with fuel cards will result in disciplinary action by the Santa Fe Police Department, up to and including termination.

- A. Unauthorized purchases include:
 1. Candy, food, drinks;
 2. Car washes for Department vehicle;
 3. Clothing, tools, subscriptions/memberships;

4. Department vehicle maintenance and equipment (unless authorized in accordance with Directive 103.1.06 *Emergency Purchases with WEX Travel Fuel Card.*);
 5. Any and all purchases other than fuel;
 6. Fuel purchases outside the City Limits without prior approval or a fuel purchase for an unauthorized fuel grade.
- B.** The employee will be reported to an outside law enforcement agency for a criminal investigation for all fraudulent use of the fuel card. Examples of fraud include, but are not limited to:
1. Purchase of fuel for non-Department vehicle, other than a rental vehicle authorized by the Department;
 2. Car wash for non-Department vehicle;
 3. Purchase of fuel with Reward Card (Smith's Fuel, Sam's Club Fuel, Costco Membership, or any related business type reward card, etc.) where the employee or another gains a personal benefit;
 4. Any purchase not authorized by the Department where the employee or another gains a personal benefit.
- B.** Upon return to duty or from travel a memorandum to the Deputy Chief of Administration, via the employee's chain of command, shall be provided describing the circumstances in relation to a lost or stolen card.
- C.** Fuel purchased by the employee using their personal funds due to a lost, damaged or stolen fuel card shall be authorized by the Deputy Chief of Administration prior to any purchase being made. Personal funds will be reimbursed contingent on the employee providing receipts and/or proof of purchase by the employee (e.g. credit/debit card statement) attached to the memorandum reporting the incident to the Deputy Chief of Administration.

DUTIES OF THE BUDGET SECTION

103.1.11 The duties of the Budget Section include, but are not limited to:

1. Manage the activation, changes and deactivation of fuel cards. Complete requests for the activation, changing and deactivation of fuel cards.
2. Authorize emergency purchases and coordinate with employees with problems related to fleet vehicles and WEX Fuel Cards.
3. Set up a reasonable amount of transactions with a preset dollar limit for the WEX Fuel Cards. These limits can be set based on the typical fuel need for normal vehicle operation. Limits will be reviewed on a regular basis.
4. Complete payment of fuel purchases to WEX Inc. Payments will be made in a timely manner. All fuel purchases will be reviewed for accuracy and accountability on a monthly basis to ensure that all transactions are authorized purchases.
5. Ensure the proper retention, storage and ability to retrieve receipts/proof of purchase for business needs.
6. Reconciliation of fuel card invoices with purchase transaction slips/receipts if applicable will be done. This reconciliation can be

PROBLEMS AT THE PUMP

103.1.09 If a problem is experienced at the time of the purchase, the employee should contact WEX Inc. immediately from the fuel vendor location. The contact number for WEX Inc. is on the back of the fuel card. The Department Budget Section can be contacted if WEX Inc. cannot resolve the problem.

LOST, DAMAGED OR STOLEN CARDS

103.1.10 In the event that a Department WEX Fuel Card or Travel Card is lost, damaged/malfunctioning or stolen the following procedure will be used to notify required personnel and document the incident:

- A.** Immediate notification shall be made to the SFPD Budget Section and/or the Deputy Chief of Administration. Notification should include whether the Personal Identification Number (PIN) is suspected of being compromised.

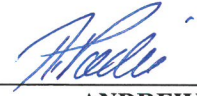
conducted on a random sample basis, with an appropriate sample percentage of transactions reconciled each month, based on the volume of transactions.

- 7. Reporting transactions that are identified as being unauthorized. Unauthorized transactions must be investigated with a formal report to the Chief of Police summarizing the findings.

REIMBURSEMENTS

103.1.12 In the event that an employee was unable to obtain a WEX Travel Fuel Card for approved travel, reimbursements for fuel purchases will be made with proof of purchase by the employee.

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APPROVED: 
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