

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION NO. 2017-19

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,
ADOPTING RULES AND REGULATIONS TO CONTROL AND
DIRECT THE USE OF FUEL CREDIT CARDS.**

WHEREAS, the City of Stanwood is the owner and operator of machinery and equipment requiring frequent refueling; and

WHEREAS, Fuel credit cards offer a convenient way for city staff to re-fuel vehicles quickly and efficiently in the course of city business; and

WHEREAS, the City of Stanwood desires to establish a comprehensive set of written rules, regulations and standards to control the access and use of fuel credit cards.

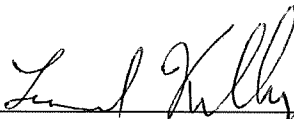
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON,
DOES RESOLVE AS FOLLOWS:**

Section 1: Facts and Findings. Fuel credit cards offer an efficient way for city staff to re-fuel vehicles in the course of city business. Fuel credit cards also offer a way to track fuel purchases and monitor fuel use. The purpose of this policy is to provide rules, guidance and procedures for the use of fuel credit cards.

Section 2: Adoption. Resolution No. 2017-19 is hereby adopted in its entirety as set forth in Exhibit A.

ADOPTED by the City Council of the City of Stanwood and **APPROVED** by the mayor this 14th day of December, 2017.

CITY OF STANWOOD

By: 
Leonard Kelley, Mayor

ATTEST:

By: 
David A. Hammond, City Clerk

Fuel credit cards offer an efficient way for city staff to re-fuel vehicles in the course of city business. Fuel credit cards also offer a way to track fuel purchases and monitor fuel use. The purpose of this policy is to provide rules, guidance and procedures for the use of fuel credit cards.

1. POLICY

- 1.1. The Finance Director or designee will serve as the Fuel Card Manager.
- 1.2. The Fuel Card Manager is responsible for issuing and cancelling fuel cards.
- 1.3. A fuel card may only be transferred to another vehicle or employee by the Fuel Card Manager.
- 1.4. Employees with access to a fuel card (card holder) must sign a Statement of Understanding (attached hereto as Attachment A) acknowledging the understanding of this policy, and the consequences for misuse. The signed Statement of Understanding will be kept in the employee's personnel file.
- 1.5. Fuel cards will have a limit of \$1,000.00 per month and two transactions per day, unless otherwise requested and approved.
- 1.6. Fuel cards assigned to a specific city vehicle will be used exclusively for that vehicle for official city business.
- 1.7. Fuel cards issued to authorized cardholders for equipment-related fuel purchases (e.g., lawnmower, backhoe) will be used exclusively for that purpose.
- 1.8. The card shall never be used for personal or non-city related purchases.
- 1.9. Fuel cards shall be kept in the glove box of the assigned vehicle. The assigned vehicle must be securely locked whenever the vehicle is not in use in order to limit the opportunity for theft or misuse of the fuel card.
- 1.10. Employees shall notify their supervisor immediately if a fuel card is lost or stolen. The supervisor shall notify the Finance Director immediately and cancel the lost or stolen fuel cards. If the card is subsequently found or returned, the card shall be returned to the Finance Director and will be destroyed.
- 1.11. Balances must be paid in full each month with the exception of disputed charges.

- 1.12. Any misuse of the fuel card, willfully misreporting fuel use, or falsifying receipts will result in reasonable disciplinary actions which may include a combination of the following:
- Termination of employment
 - Reimbursement to the City of Stanwood for unauthorized purchases and any administrative costs associated with any unauthorized purchases
 - Limitation on the use of the card and/or termination of the right to use the card
 - Other discipline consistent with collective bargaining agreements and/or personnel policies

2. PROCEDURE

- 2.1. Drivers are required to maintain a log of vehicle use. A copy of the log will be submitted to the Fuel Card Manager monthly. The log will include:
- 2.1.1 Date, time, driver, dept., destination, starting and ending odometer readings.
 - 2.1.2 The cardholder's supervisor may periodically spot check a sample of odometer readings and analyze purchases.
- 2.2. When using the fuel card the employee will:
- 2.1.3 Enter the vehicle number
 - 2.1.4 Enter the odometer reading
 - 2.1.5 Enter assigned employee PIN
- 2.3. If an employee loses a receipt, the employee will submit an affidavit accounting for the lost information. The affidavit shall accompany request for payment to the finance department.
- 2.4. When the card statement is received, each department will review and verify the charges. The finance department is responsible for reviewing and verifying charges for vehicles used by more than one department.
- 2.5. Card statements should be entered into the financial accounting system for payment within fifteen business days.
- 2.6. The employee reconciling the statement should notify the credit card company within five business days of any disputed amounts on the statement.

