



PURCHASING CARD

FOR OFFICIAL USE ONLY

# FUEL CREDIT CARD

Procurement

Fiscal Year 2015



# PURCHASING CARD

## Areas to Cover:

### Overview

#### Policy and Procedures

- District Garage Sites
- Responsibility of the Cardholder
- Responsibility of the Reconciler
- Responsibility of the Approving Official
- Prohibited Items
- Spending Limits
- Exception Request Form
- End of Year Procedures
- Dispute Procedures
- Returns, Exchanged or Incorrect Merchandise
- Lost or Stolen Cards

#### SAP

- Reconciliation and Transaction Review

# Overview- Major Changes

As of October -2014, Procurement Services Division and the Transportation Services Division have revised the Fuel Card policies.

- Fuel Credit cards issued only to employees assigned a District vehicle
- Reconciliation in SAP must be to G/L 430022 and use the I/O number associated with the vehicle that was fueled
- Receipts must be copied and uploaded into SAP
- Fuel Credit Cards should only be used when it is not possible to fuel at a District Garage sites
  - The district bulk fuel costs are far less expensive than paying retail prices.

## Garage Locations and Fuel Types :

<b>Business Division Garage</b> 604 E. 15 <sup>th</sup> Street Los Angeles, CA 90015 (213) 743-3593	<b>Gardena Garage</b> 18421 S. Hoover St. Gardena, CA 90248 (310) 515-3165	<b>Sun Valley Garage</b> 11247 Sherman Way Sun Valley, CA 91352 (818) 982-1459	<b>Van Nuys Bus Lot</b> 16200 Roscoe Blvd. Van Nuys, CA 91406 (818) 830-2265
<b>Fuel Site-</b> Bio-Diesel/Gas/Propane	<b>Fuel Site-</b> Bio-Diesel/Gas/CNG/ Propane	<b>Fuel Site-</b> Bio-Diesel/Gas/CNG	<b>Fuel Site-</b> Propane

## Responsibility of Cardholder

- ✓ Follow District Policy & Procedures
- ✓ Never make personal purchases on District credit card
- ✓ Do not make prohibited purchases
- ✓ Ensure sufficient funding for reconciliation of purchase
- ✓ Participate in mandatory training as required
- ✓ Complete the Gas Receipt Log and maintain receipts. Provide Gas Receipt Log and receipts to Reconciler if delegating reconciliation responsibility.
- ✓ If reconciling, reconcile daily, but no later than the 18<sup>th</sup> of every month
- ✓ Ensure security of the credit card at all times
- ✓ Immediately report lost or stolen cards
- ✓ Upon leaving location or retiring, notify Credit Card Program
- ✓ Avoid conflicts of interest

## Responsibility of Cardholder

Obtain copies of receipts, if one does not print, ask the cashier to reprint one for you.



## Responsibility of Reconciler

- ✓ Follow District Policy & Procedures
- ✓ Ensure sufficient funding for reconciliation of purchase
- ✓ Reconcile daily utilizing the Gas Receipt Log and receipts, but no later than the 18<sup>th</sup> of every month
- ✓ Upon leaving location or retiring, notify Credit Card Program
- ✓ Avoid conflicts of interest



# Responsibility of Approving Official

- ✓ Follow District Policy & Procedures and oversee that Cardholder follows policy and procedures as well
- ✓ Report all questionable transactions
- ✓ Do not direct Cardholder to make personal or prohibited purchases
- ✓ Review reconciled transactions daily, but no later than the 21<sup>st</sup> of every month
- ✓ Upon leaving location or retiring, notify Procurement
- ✓ Notify Procurement if Cardholder is leaving location, retiring, or on leave
- ✓ Avoid conflicts of interest

# Prohibited Items

- Fuel Credit Card is to be used for gasoline purchases only with some exceptions
  - For exceptions, contact Procurement
- No purchase of personal items or fuel for non-district vehicles/equipment
- Use Self Service only; no Full Service gasoline
- Cardholders may first attempt to use District gas stations but may use any gas station; it is recommended to price shop
- Utilize appropriate gasoline type for the vehicle
- Complete the Gas Fuel Log at each gas station use
- Fueling more than one vehicle/equipment per receipt is prohibited
- Use the credit card associated with the vehicle
- You are not to utilize the credit card for auto repairs
- You cannot utilize the credit card for car washes
- You are not to accept any forms of gratuity from service stations



# PURCHASING CARD

## SPENDING LIMIT

- 30 DAY SPENDING LIMIT  
For example, July 4<sup>th</sup> through August 3<sup>rd</sup>
- SINGLE PURCHASE LIMIT  
\$100 per single transaction
- MONTHLY LIMIT  
\$800 monthly limit
- PURCHASE FROM AUTHORIZED  
MERCHANT CATEGORIES ONLY
- AUTOMATIC DECLINE OF CHARGES  
IF PROHIBITED ITEMS ARE  
PURCHASED



# End of Year Procedures

- All transactions must be reconciled by the Cardholder/Reconciler and reviewed by the Approving Official
- If not compliant, Fuel Credit Cards will be suspended until compliance is obtained

# Reconciliation



- Enter the 12 digit number beginning with 11 and ending with the vehicle number in the Order field
- (ex. 110000001234)
- Add the number of gallons in the text field
- Upload receipt for each purchase
- Non-compliance or violation of these policies, may have Fuel Card may be suspended or terminated.

# DISPUTE PROCEDURES

Cardholder and Reconciler must coordinate to:

- Contact vendor and try to resolve the dispute
- Complete “Cardholder Dispute Form”, Citibank
  - FAX TO CITIBANK WITHIN 60 DAYS!
  - If you do not file the dispute with Citibank within 60 days of the purchase date your site will be responsible to pay for the purchase even if it is a fraudulent or erroneous charge!
  - Copy to Approving Official
- Respond to requests for further information by date specified on correspondence from Citibank
- Reconcile original charge and credit like any other transaction
- File refund receipts with bank statement and other receipts

# **INCORRECT OR FRAUDULENT CHARGES**

- **Request a refund from the vendor for incorrect charges**
  - **Process the Credit Memo in SAP**
- **Immediately report any charges that you do not recognize to Citibank customer service**
  - **Return the signed affidavit to Citibank within 60 days of the purchase**
  - **Reconcile the Credit Memo in SAP**

# LOST OR STOLEN CARDS

- IMMEDIATELY NOTIFY CITIBANK  
800-248-4553
- NOTIFY APPROVING OFFICIAL
- NOTIFY PROCUREMENT
- NEW CARD MAILED WITHIN (5) BUSINESS DAYS
- NEW ACCOUNT # WILL BE ASSIGNED



# CONTACT INFORMATION

## PROCUREMENT CREDIT CARD PROGRAM UNIT

Customer Service  
[Pcard@lausd.net](mailto:Pcard@lausd.net)  
(562) 654-9041

# CERTIFICATION OF SUCCESSFUL COMPLETION

*for*

## ***FUEL CREDIT CARD TRAINING***

I certify that I have completed the training for the “Fuel Credit Card”.

\_\_\_\_\_  
(Name) (Emp. Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Location)

\_\_\_\_\_  
(Signature)