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**FLEET FUEL PROGRAM**

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**Scope:** Louisiana State University

**Effective:**

H. *FuelTrac Vehicle Card* - One of the two parts required to authorize a fuel purchase. A vehicle card is assigned to each University vehicle. The vehicle card should be kept with the vehicle at all times and is embossed with the vehicle description, department name, and LSU property tag number.

**Security Features and Reporting:**

The FuelTrac Program has several customizable security features to reduce the potential for fraudulent transactions:

- A maximum of \$1000 per monthly billing cycle can be purchased
- A maximum of three transactions per day are allowed

### **III. Departmental Requirements**

Departments with University-owned vehicles and/or other University-owned equipment must adhere to the LSU Fleet Fuel Program requirements. The Department Head must designate a departmental liaison (i.e., Departmental Fleet Contact) to be responsible for reviewing, auditing and ensuring controls are in place as defined in this policy.

#### **Departmental Fleet Contact responsibilities:**

1. Review the Fleet Report from University Stores (or via downloading) that details all fuel purchases made for that vehicle. The Fleet Report must be reconciled to the vehicle's MV3 log and to the cardholder's supporting documentation for miscellaneous-use cards.
2. Review the MV3 log for compliance of all driver's initials to serve as certification of fuel purchases on official University business.
3. Maintain a departmental file of the Fleet Reports and all supporting documentation (i.e., MV3 copies).
4. Record monthly fuel/mileage utilization in the Asset Works Asset Management System (AMS) following reconciliation of MV3 logs to the Fleet Reports.
5. Submit the original MV3 log for each vehicle to Property Management in accordance with Property Management requirements.
6. Notify Program Administrator when a D

- fuel purchased and housed in various University-owned equipment items (i.e., gas cans, mowers, etc.).
4. All departments/units will ensure employees who have access to a miscellaneous use card understand and accept the responsibilities of a miscellaneous use cardholder.
  5. All departments/units will ensure that a MV3 log is maintained to record fuel usage for each departmental vehicle which includes the motorcycles of the LSUPD.
  6. All departments/units will ensure that a monthly reconciliation is maintained where the information reflected on the Fleet Report is in agreement with the detailed information on MV3 logs. The MV3 log must be monitored for accuracy and completeness.
  7. All departments/units will ensure adequate controls are maintained to ensure that no University vendor can purchase fuel via a FuelTrac card and/or Miscellaneous use card.
  8. All departments/units will ensure each authorized driver has only one unique Driver ID number assigned, as well as, only one FuelTrac card is assigned to a University vehicle.

## **V. Program Management and Reconciliation**

University Stores is responsible for the overall management of the FuelTrac Program. University Stores will designate a Program Administrator to maintain the program requirements and ensure departmental compliance.

### **Program Administrator Responsibilities:**

1. The Program Administrator is responsible for program updates and dissemination of the information to management, departments, Driver ID holders, and the Miscellaneous use cardholders.
2. The Program Administrator is responsible for billing each University budget code for the cost of the fuel, plus the University Stores administrative costs, through an internal transaction (IT).
3. The Program Administrator is responsible for generating various fuel usage reports (i.e., Fleet Report, Driver Report, and GLS Account Report) and e-mailing them to the Departmental Fleet Contacts on a monthly basis and/or ensuring the reports are also available for download at <https://FuelTrac.lsu.edu/>.
4. The Program Administrator is required to deactivate a Driver ID or Miscellaneous use card as employees retire or terminate employment.

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