Gasoline Credit Card

Responsible Officer: Chief Financial Officer and Vice President
Sponsoring Department: Procurement Services
Revision Date: 20 April 2016
Errors or changes to: aim@uta.edu

CONTENTS

Procedure Objective
Rationale
Scope
Website Address for This Procedure
Related Statutes, Policies, Requirements or Standards
Contacts
Definitions
 Responsibilities
Procedures
  Section I. Acquiring a Gasoline Credit Card
  Section II. Voyager Merchant Locations
  Section III. Billing and Payment
  Section IV. Reporting Lost or Stolen Gasoline Credit Cards
  Section V. Disputing an Invoice
  Section VI. Termination of a Gasoline Credit Card

Forms and Tools/Online Processes
Appendices

PROCEDURE OBJECTIVE

This procedure provides instructions for acquiring departmental gasoline credit cards, paying monthly departmental gasoline credit card charges, disputing invoices, and reporting lost or stolen cards. Guidelines and restrictions on the use of gasoline credit cards and requirements for fuel use reporting can be found in Office of Facilities Management procedures.

RATIONALE

The State of Texas Council on Competitive Government has entered into contracts to provide State of Texas agencies and institutions of higher education conventional retail fuel. The Council requires participation in this program. UT Arlington uses the US Bank Voyager fleet card. The card can be used at any retail gas station that accepts Voyager. US Bank Voyager fleet cards may only be used for UT Arlington vehicles in accordance with applicable procedures to purchase fuel, service or repairs.

SCOPE

This procedure applies to all UT Arlington departments who wish to acquire departmental gasoline credit cards.
WEBSITE ADDRESS FOR THIS PROCEDURE

http://www.uta.edu/policy/procedure/4-27

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

<table>
<thead>
<tr>
<th>UT System Administration Policies and Standards</th>
<th>Other Policies and Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTS159, Purchasing Board of Regents’ Rules and Regulations, Rule 20901, Procurement of Certain Goods and Services</td>
<td>UTA Vehicle Fleet Management Plan (Procedure 5-15)</td>
</tr>
<tr>
<td></td>
<td>Texas Council on Competitive Government</td>
</tr>
<tr>
<td></td>
<td>Texas Government Code, 2203.001 Reporting Use of State Vehicle; Penalties</td>
</tr>
</tbody>
</table>

CONTACTS

If you have any questions about this procedure, contact the following departments:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office Name</th>
<th>Telephone Number</th>
<th>Email/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>All topics in Procedure</td>
<td>Procurement Services</td>
<td>817-272-2194</td>
<td><a href="mailto:procurement@uta.edu">procurement@uta.edu</a></td>
</tr>
<tr>
<td>Website access</td>
<td>Administrative Information Management</td>
<td>817-272-0222</td>
<td><a href="mailto:aim@uta.edu">aim@uta.edu</a> <a href="http://www.uta.edu/aim">http://www.uta.edu/aim</a></td>
</tr>
</tbody>
</table>

DEFINITIONS


RESPONSIBILITIES

Accounts Payable Department

- Receives and reviews monthly US Bank Voyager bill
- Distributes monthly departmental charges
- Generates payment documents to US Bank Voyager

US Bank

- Issues gasoline credit cards
• Receives reports of lost or stolen gasoline credit cards
• Receives calls regarding disputed invoices

**Voyager Fleet Card User**

• Understands and complies with rules for use of the Voyager fleet card
• Reports lost or stolen gasoline credit cards
• Reports a disputed invoice

**Department Contact**

• Reviews and approves departmental US Bank Voyager charges

**Department Head**

• Approves memorandum requesting departmental gasoline credit cards

**Procurement Services**

• Receives requests for departmental gasoline credit cards
• Maintains list of current departmental contacts
• Reports lost or stolen gasoline credit cards to US Bank Voyager
• Disputes an invoice with US Bank Voyager

---

**PROCEDURES**

**Section I. Acquiring a Gasoline Credit Card**

A. A memorandum requesting gasoline credit cards is signed by the requesting department head and sent to Procurement Services. The memorandum should include the number of cards desired, the cost center/project ID number from which charges will be paid, and the name of the departmental contact if that person is not the department head.

B. The gasoline credit cards will be assigned to a department rather than an individual.
Section II. Voyager Merchant Locations

Voyager has over 21,000 fueling and 3,600 maintenance locations in Texas. Individual cities or counties coverage can be researched online at the following link:

https://www.fleetcommanderonline.com/app/public/merchantLocator.do

Section III. Billing and Payment

A. The US Bank Voyager bill is received by Accounts Payable each month. Accounts Payable separates the bill for each department having charges and determines the total charge to each department.

B. Departmental portions of each bill are faxed to the department contacts requesting review and approval of charges by a specified return date.

C. Upon approval by departmental contacts, Accounts Payable generates a payment document charging the designated departmental cost center/project ID.

Section IV. Reporting Lost or Stolen Gasoline Credit Cards

If the gasoline credit card is lost or stolen, the Voyager Fleet cardholder must notify Procurement Services immediately.

Section V. Disputing an Invoice

To dispute an invoice, contact Procurement Services immediately.

Section VI. Termination of a Gasoline Credit Card

When and if the card is no longer required, send an email to Procurement Services at mcbrown@uta.edu requesting the card to be cancelled.

FORMS AND TOOLS/ONLINE PROCESSES

None

APPENDICES