

Subject: Vehicle Fuel Credit Card

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1. Purpose

This policy implements the usage of and accounting for fuel credit cards when utilizing state pool or college-owned vehicles. The policy is consistent with the Department of General Services Office of Fleet Management Services [Policies and Procedures Manual](#).

2. Background

The *Code of Virginia* ([§ 2.2-1180](#)) states that the fuel “card program...[shall] be managed in a manner consistent with all applicable State accounting policies and procedures related to the use of charge card programs. Agencies assume ultimate responsibility for employees’ use of the card, as well as the accountability for the physical security of the fuel cards.” Each fuel card issued to TCC is assigned to a specific vehicle provided to the college from the State pool or owned by the college.

3. Policy

Tidewater Community College shall manage its vehicle fuel cards in a manner consistent with all applicable State accounting policies and procedures related to the use of charge card programs. A TCC fuel card may be used to purchase the following:

- fuel, either regular unleaded gasoline or E85 if the vehicle is capable of using E85;
- car washes; or

- out-of-area emergencies: parts and labor for towing, road service, and mechanical repairs, if approved at the time of the occurrence.

Such purchases may be made only for the vehicle to which the fuel card is assigned. A fuel card may not be used for any purchase associated with any vehicle, whether state- or college-owned, other than the one to which it is assigned. Fuel cards may not be used to purchase:

- food or beverages;
- parts and labor for towing, road service, and mechanical repairs (except as delineated above); or
- other goods or services.

Each member of the President's Executive Staff to whose area a vehicle with a fuel card is assigned assumes ultimate responsibility for employees' use of the card, as well as the accountability for the physical security of the fuel card(s). As required by the Virginia Department of General Services Office of Fleet Management Services [Policies and Procedures Manual](#), each Executive Staff member with responsibility for a fuel card shall designate a Fuel Card Custodian to maintain the vehicle fuel card for each vehicle assigned to his or her area and to manage its daily use. The Vice President for Finance shall designate a Fuel Card Account Custodian who shall be responsible for reviewing card activity to ensure appropriate use. Under no circumstances shall the Fuel Card Account Custodian utilize a fuel card.

TCC vehicles and fuel cards shall be issued only to college employees for official college business. They may be issued to students only if they are employed by the college and the use of a state vehicle is directly related to their assigned job responsibilities. Students on a work-study program are not considered employees of the college for this purpose. TCC vehicles and fuel cards may not be issued to vendors. College employees desiring to reserve a state vehicle must contact the Fuel Card Custodian for their respective campus or college division. Employees must present a valid driver's license and TCC identification card and provide travel information before the Fuel Card Custodian will issue the fuel card.

Any inappropriate use of a fuel credit card will be reported to the Office of Fleet Management Services and the VCCS Internal Audit Office, as appropriate.

4. Responsibilities

The Vice President for Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

5. Procedures

Procedures may be accessed at Vehicle [Fuel Credit Card Procedures](#). These procedures may also be accessed at the [Financial Services Operating Procedures Manual](#), section 43.720 on *InsideTCC*.

6. References

[Office of Fleet Management Services Policies and Procedures Manual](#)

7. Review Periodicity and Responsibility

The Vice President for Finance shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on November 24, 2008.

Policy Approved:

Procedure Developed:

Deborah M. DiCroce
President

Phyllis F. Milloy
Vice President for Finance

9. Review and Revision History

This is the first version of this policy. The policy was re-formatted to be consistent with the college's format for policies and procedures in July 2009.