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KANSAS BULLETIN NO. KS120-13-1

SUBJECT: ADS—Vehicle Fleet Credit Card Purchases and Vehicle Logs

Purpose. To cancel Bulletin KS120-12-9 and provide revised guidance on fleet and non-fleet vehicle purchases and logs

Expiration Date. September 30, 2013

The U.S. Department of Agriculture (USDA) Fleet Credit Card (FCC) Program (administered by U.S. Bank) allows agencies to reduce administrative costs and taxes through the use of FCCs. In addition to reducing costs, the FCC enables the collection of detailed fleet management information pertaining to fuel, maintenance, or service.

In accordance with Departmental Regulation (DR) No. 5400-006, usage of the U.S. Bank FCC is required for all authorized purchases related to operation of all fleet (F) and non-fleet (NF) USDA vehicles, including all-terrain vehicles (ATVs). The FCC user must make all reasonable efforts to find the nearest location accepting the FCC when purchasing fuel, maintenance, and service on USDA vehicles and motorized equipment. Every Natural Resources Conservation Service owned ATV has an FCC card assigned to it and should be utilized in purchasing fuel and maintenance for that ATV. Each area office has been assigned a pool card to use for District owned ATVs in purchasing fuel and maintenance. **Use of a government purchase card is strictly prohibited for any vehicle related purchase.**

The following are examples of authorized purchases using the FCC:

- Fuel (all types)
- Transmission fluids
- Maintenance/repairs
- Car washes
- Tires/tire repair
- Battery charging/replacement
- Oil/oil changes
- Windshield washer fluid
- Windshield wiper blades
- Anti-freeze
- *Roadside assistance (towing, jump-starting, battery charging, tire changing, winching, fuel delivery)
- Replacement of items/parts that were included with the vehicle as delivered from the factory (floor mats, mud flaps, etc.)

*Twenty-four hour emergency roadside assistance (Attachment 1) is available to FCC users for a fee of \$59.95 per service call. Call 1-800-VISA-TOW to be connected to the roadside dispatch service. The FCC shall not be used for lockout services.

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Helping People Help the Land

The following are examples of unauthorized purchases using the FCC:

- Food, beverages, or other miscellaneous personal items
- State or local traffic or parking violations that are obtained while driving a motor vehicle owned or leased by the Government (to be paid at employee's own expense)
- Lockout services (to be paid at employee's own expense)
- Parking and toll fees
- Vehicle fire extinguishers and servicing (to be paid by the purchase card).
- Items such as toolboxes, jumper cables, running boards, jacks/tire iron, tow straps, extended mirrors, receiver hitch/ball, tools, first aid kits (to be paid by the purchase card)

Purchases/transactions over the target dollar amounts below require the following approvals:

- **Purchases** for maintenance or repairs over \$500 and up to \$1,500 must be approved by a Management Team (MT) member in writing, and documentation of the approval must be maintained with the vehicle log with a copy of the approval to the Local Fleet Program Coordinator (LFPC). Once approved, any change in cost that exceeds the original estimate must be approved in writing by the MT member for further consideration before work may proceed.
- **Purchases** for maintenance or repairs over \$1,500 must have two estimates from a qualified supplier and approved in writing by the state administrative officer (SAO) prior to any work being done on a government-owned vehicle. If it is not possible to get two estimates at least one must be obtained. The estimate(s) and written approval must be maintained with the vehicle log with a copy of the estimate(s) and approval to the LFPC. Once approved, any change in cost that exceeds the original estimate must be approved in writing by the SAO for further consideration before work may proceed.
- **Transactions** exceeding \$2,500 require approval by both the LFPC and a warranted contracting officer at the U.S. Bank level. Written documentation of the approval by the LFPC and the warranted contracting officer must be maintained with the vehicle log.

For gasoline purchases use the guidance below:

- FCCs may be used at gasoline pumps with credit card readers (readers). The reader may prompt you to enter the **odometer reading**. Enter the odometer reading as a whole number. Do not enter tenths of miles. If the reader prompts you for a **zip code**, use the zip code of the official location of the vehicle.
- If there is no reader or the reader will not accept the FCC, take the FCC inside to the attendant and have him/her attempt to process the transaction electronically on the inside equipment. **If the FCC is declined at the place of purchase**, the FCC user will need to call U.S. Bank to see why it is being declined. If the decline is due to a merchant category code (MCC), contact the LFPC at 785-823-4501 to obtain a manual approval through U.S. Bank. If the LFPC is not available, contact the Management Service Staff at 785-823-4500. If the MCC is not the reason for decline, have the merchant talk directly to U.S. Bank for a resolution using the toll free number on the back of the FCC.

In accordance with DR No. 5400-006, agencies are required to keep a log for all F vehicles, NF vehicles, and NF equipment (tractors, mowers, chain saws, probes, etc.) to ensure a reasonable audit trail. In addition, agencies must obtain receipts for FCC or alternative payment purchases and retain them for a minimum of one calendar year. In the event a receipt cannot be obtained, fleet card users must create a manual record including the following information, as applicable: date of purchase, license plate number, odometer reading, gallons purchased, cost per gallon, type of fuel, description of purchase, place of purchase, and total cost along with the fleet card user's signature and date. This record will serve as a substitute for the receipt.

Kansas will use the attached revised logs (Attachment 2) for F and NF vehicles and NF equipment. Offices should print logs as needed.

F and NF vehicle logs must be kept in each vehicle in a protective 3-ring binder. The following method must be used to capture NF equipment usage:

- The Plant Materials Center (PMC) will use the "NRCS Monthly NF Equipment Usage Log for the PMC."
- Usage of probe equipment will be captured and recorded as shown on the "NRCS Monthly Vehicle and/or Probe Usage Log."

The State Office will conduct random audits to ensure receipts are being obtained for each purchase and usage is recorded properly.

It is recommended that receipts for F and NF vehicles be retained with the monthly logs in the F vehicle and placed in a re-sealable envelope or zippered device to prevent damage and/or loss.

When not in travel status, employees must pay for parking and toll fees and request reimbursement by using Standard Form 1164—Claim for Reimbursement for Expenditures on Official Business.

In the event of theft or loss of an FCC, immediately call 1-888-994-6722 to report the theft or loss and contact the LFPC.

Keep a copy of this bulletin inside the log binder of each F vehicle for reference.

Contact: Lenny E. Skieff, LFPC, 785-823-4501 or lenny.skieff@ks.usda.gov

(Signed)

ERIC B. BANKS
State Conservationist

Attachment