



**BANK OF AMERICA FLEET CARDHOLDER AND
 ADMINISTRATION POLICIES AND PROCEDURES
 FOR PACE UNIVERSITY-OWNED AND -ASSIGNED VEHICLES**

Table of contents

F.PC.001.PR.1 Introduction.....2

F.PC.001.PR.2 Use of the Fleet Card3

F.PC.001.PR.3 User Record-Keeping and Compliance.....4

F.PC.001.PR.4 Fleet Card Program Administration.....4

F.PC.001.PR.5 Requirement to Reconcile Invoices; Records Retention; Auditing4

F.PC.001.PR.6 Driver Responsibilities.....5

F.PC.001.PR.7 Designated Fleet Card Department Manager Responsibilities.....5

F.PC.001.PR.8 Contact Information5



F.PC.001.PR.1 Introduction

The Bank of America Fleet Card Use Policy and Procedure Manual will help strengthen procedures for using, managing and reconciling purchases made with the Bank of America Fleet Card. The policy and procedures will assist in establishing the financial controls necessary for ensuring the appropriate expenditure of University funds and obtaining positive audit results.

This Fleet Card Use Policy and Procedure manual is to be read by Pace University (the “University”) employees and Authorized Users (as defined herein below), describes use of the Bank of America Fleet Card by University employees, and establishes requirements for Fleet Card program administration and oversight.

The purpose of this Policy and procedure manual is to ensure that University employees and other users authorized by the University to conduct University business (hereinafter together referred to as ‘Authorized Users’) use the Bank of America Fleet Card appropriately so that Pace University fleet assets are operated and managed efficiently and cost-effectively.

The Bank of America Fleet Card shall be used for fuel purchases only.

The Policy and Procedure manual establishes:

- Permissible and prohibited Fleet Card purchases;
- A Fleet Card reconciliation process (a sample process is included in the Policy);
- Card spending limits;
- Fleet Card Program Administrators;
- Fleet Card Department Managers;
- An exceptions process, outlined below, enabling University administrators to modify the application of the policy to meet unique needs;
- The retention of Fleet Card receipts in accordance with the University’s records retention schedule.

Appropriate Use: University Employees who are Authorized Users are expected to ensure that purchases made using a Pace University-issued Bank of America Fleet Card are appropriate and comply with the fuel-purchase requirements associated with the Fleet Card.

“Inappropriate uses” include, but are not limited to:

1. Purchasing items for personal use
2. Illegal activities (e.g., fuel purchases for non-University vehicles)
3. Non-authorized use (e.g., family member or friend) at work or away from work;
4. Use of the Fleet Card by a non-Authorized User

Engaging in any of the above-listed or comparable activities may subject the University employee or other Authorized User to discipline, up to and including discharge, where appropriate.

Monitoring: Bank of America Fleet Cards are University property and authorizes users to make fuel purchases on behalf of the University. They are intended to be used solely for University fuel purchases only. The University reserves and exercises its rights to monitor all Fleet Card usage. Accordingly, University employees and other Authorized Users are subject to the specific data, receipt, and other information collection policies associated with the Bank of America Fleet Card.



FUEL CARD USE

- All University Fleet vehicles have a designated fuel credit card assigned for use only with that specific vehicle.
- The fuel credit card is to be used to purchase fuel only.

F.PC.001.PR.2 Use of the Fleet Card

Fleet Card Assignment and Authorized Users “Fleet Card assignment” means the assignment of a Fleet Card to a specific vehicle.

“Authorized Users” are full and part-time employees who are authorized to use a Fleet Card. If Authorized Users have questions about the use of the Fleet Card, their initial point of contact is the Fleet Card Administrator.

An assigned Fleet Card is mandatory for every University vehicle to ensure complete, accurate accounting of vehicle operating fuel expenses.

Convenience: The Bank of America Fleet Card is a convenient way of paying for fuel that allows the University to manage fleet vehicle assets and purchases for vehicles efficiently and cost-effectively. Specifically, the Bank of America Fleet Card helps assist the University to ensure cost-effective vehicle operation, including seeking the lowest-cost fuel vendor accepting the Fleet Card, refueling at self-service pumps.

The Bank of America Fleet Card is to be used only for fuel. All other purchases will be declined.

Using the Fleet Card: Each time a purchase is made using the Fleet Card that is assigned to a vehicle, the authorized card user will be prompted for two pieces of information:

- 1) Driver ID; and
- 2) Odometer reading.

Fleet Card Transaction Limits: Fleet Cards are subject to three limits per day.

If a card is used for a transaction in excess of an established daily limit or an approved exception, the transaction will be declined. If a vehicle need above an established limit occurs during normal business hours, the vehicle operator should call a University Fleet Card Program Administrator at 914-923-2642.

Fleet Card Permissible Fuel Purchases:

- Fuel purchases are restricted to self-service fuel of the type and grade specified by the vehicle manufacturer
- E85 (85% ethanol, 15% gasoline) for flex-fuel vehicles when available
- Blended-for-the-season diesel fuel in diesel-powered vehicles

Prohibited Purchases and Practices: The Fleet Card shall not be used for any non-University business purpose. The Bank of America Fleet Card is to be used for the vehicle to which it is assigned.

Examples of prohibited purchases include:

- Food or other personal items
- Pre-paid services such as coupon books for car washes or other vehicle services
- Bulk fuel of any kind



Prohibited practices: Using the Fleet Card to circumvent the use of the Bank of America Fleet Card policies and procedures.

F.PC.001.PR.3 User Record-Keeping and Compliance

Original Receipts Required. All Fleet Card users must obtain receipts for Fleet Card Transactions. Receipts must be:

- a. Kept and maintained pursuant to the University’s records retention schedule for these records.
- b. Readily available during the payment process to assist in verifying correct payment.
- c. Original. If the card user cannot obtain an original receipt from the merchant at the time of sale because of mechanical or technical difficulties, the card user must complete a Fleet Card Missing Receipt Affidavit, available via the University’s Finance and Planning website.

F.PC.001.PR.4 Fleet Card Program Administration (Purchasing Department)

- a. Specify the consequences of Fleet Card misuse.
- b. Require training of authorized users of Fleet Cards about the responsibilities and requirements of the Fleet Card policies and procedures.
- c. Require a signed agreement from authorized users of a Fleet Card agreeing to abide by the Fleet Card policies and procedures and understand the consequences of misuse.
- d. Specify reconciliation/auditing procedures, including: a commitment to reconciling invoices and periodic audits.
- e. Identify approved exceptions, including procedures and measures for ensuring control and monitoring.

F.PC.001.PR.5 Requirement to Reconcile Invoices; Records Retention; Auditing

- a. Receipts must be submitted to the designated Fleet Card Department Managers weekly.
- b. Receipts and other documentation must be retained pursuant to the University’s records retention schedule for these records.
- c. An auditing process is in place for the review of transactions to prevent theft, abuse, and fraud in connection with Fleet Card use.
- d. The designated Fleet Card Department Manager will be responsible to reconcile and review monthly card transactions.
- e. It will be the responsibility of the Business Card Auditor to review Card charges and monthly invoices.

Transaction Review. A review of permissible fuel shall ensure that:

- a. Authorized users are properly using the Fleet Card for permissible purchases.
- b. Potentially fraudulent transactions resulting from lost, stolen, or returned Fleet Cards are identified.

Unauthorized Purchase and Discrepancies: If an unauthorized purchase is suspected, the Program Administrator will determine whether the amount is incorrect or whether the amount constitutes an unauthorized purchase. If the amount is incorrect, it will be disputed. If it is determined to be an unauthorized purchase appropriate action will be taken as specified in this Policy manual or other applicable University policies and procedures.



Disputed Charges: Disputed charges can result from incorrect dollar amounts, duplicate charges, unprocessed credits and/or fraud. The Fleet Program Card Administrator will contact Bank of America for any erroneous charges or other disputed items immediately upon discover of the potential error.

Online Account Management and Reporting: Fleet Card Program Administrators will manage the Bank of America Fleet Card program through Bank of America’s Works website and can create standard reports online.

F.PC.001.PR.6 Driver Responsibilities

1. Each time a purchase is made using the Fleet Card that is assigned to a vehicle, the authorized card user will be prompted for two pieces of information:
 - a. Driver ID; and
 - b. Odometer reading-Exact Mileage **must** be entered.
2. Maintain all receipt(s) for fuel purchase.
3. Write vehicle number on each receipt.
4. Submit weekly receipts to Department Fleet Manager every Friday (If receipt is missing or not available a Fleet Card Missing Receipt affidavit must be completed).

F.PC.001.PR.7 Designated Fleet Card Department Manager Responsibilities

- 1) Run monthly transaction report from Bank of America Fleet Card site.
- 2) Reconcile report to receipts.
- 3) Attach receipts and transaction report to Fleet Card Reconciliation form.
- 4) Forward completed reconciliation to Francoise Crespo, Transportation Office, Briarcliff Manor

F.PC.001.PR.8 Contact Information

Email: businesscard@pace.edu
 Fleet Card Administrator Contact: (914) 923-2642 or businesscard@pace.edu
 Bank of America Fleet Assistance: (888) 449-2273
[Bank of America Fuel Website](#)

Version	Date	Change	Author
1.0	3/2016	Policy restructured to reflect new card program	AS