



Policy P4.1.7 Fuel Cards

Date of Issue 28 July 2009

Version Number 1.0

1. Purpose

- 1.1 This policy replaces policy 1.1.9 Fuel Cards v1.2.
- 1.2 As a minimum requirement specified in the Treasurer's Directions, all Government motor vehicles will be allocated separate fuel cards, issued by each of the contracting oil companies.

2. Policy

- 2.1 Every vehicle owned by the Rural Fire Service (RFS) will be allocated a fuel card in accordance with clause 1.1.
- 2.2 The cards should be used for the purchase of contracted petroleum supplies directly into RFS owned vehicles.
- 2.3 Each fuel card shall include the following information:
 - a) NSW Rural Fire Service as the name of the Authority;
 - b) Vehicle registration number;
 - c) Card identification number;
 - d) Type of vehicle (make and model); and
 - e) Expiry date.
- 2.4 The fuel card will be activated for the applicable vehicle for the purchase of fuel, oil and car wash.
- 2.5 The transaction limit on all cards will be specific to the fuel tank capacity of the vehicle the card is issued to.

Running Sheets

- 2.6 For vehicles permanently dedicated to an employee, running sheets will be kept for a period of three months every year from 1 July and supplied to the Fleet Office at the end of this three month period for checking and validation.
- 2.7 Running sheets must be kept at all times for all pool vehicles and provided to the Fleet Office at the end of each month. Fuel docketts for each transaction must be attached to the running sheet for all pool vehicles.
- 2.8 The running sheet can be found on the Fleet intranet site (see link below).

3. Links

- Premiers Passenger Motor Vehicle Conditions
- Treasury Directions 298.01 to 298.05
- NSW RFS Motor Vehicle Running Sheet
- NSW RFS Policy P8.1.1 Passenger Motor Vehicle Usage
- *Public Finance and Audit Act 1983*
- Motor Vehicle Policy for NSW Government Agencies Sept 2002

4. Who is responsible for implementing the Policy?

Director, Infrastructure Services.

5. Amendments

- Reviewed to reflect position titles as a result of realignment
- Formatted to current template
- SOP P4.1.7 – 1 added
- Forms removed and replaced by hyperlink



SOP P4.1.7 - 1

RFS Vehicle Fuel Card Procedures

This SOP forms part of P4.1.7 Fuel Cards
Related Form(s) RFS Vehicle Running Sheet

1. Purpose

This standard operating procedure details the process to be followed in relation to the use of RFS fuel cards.

2. Procedures

- 2.1 After fuelling the vehicle the driver should hand the fuel card to the service outlet for the preparation of a sales docket. Note, the driver will be asked to provide the odometer reading to the sales attendant.
- 2.2 A copy of the completed sales docket is to be retained by the driver to whom the vehicle is permanently assigned.
- 2.3 In the instance of pool vehicles the person responsible for the departmental pool vehicle must attached the completed sales docket to the running sheet.
- 2.4 Payment of claims by contracting oil companies shall be made on invoices received by the RFS.
- 2.5 Fuel transactions will undergo a reasonableness check by the Fleet Office. This check should include verification and certification of:
 - a) Vehicle registration number and card identification number (if applicable);
 - b) Dollar value of each transaction to a predetermined maximum dollar amount representative of the fuel tank capacity of the vehicle to which the card is issued;
 - c) Fuel type relevant to the make and model vehicle to which the fuel card is issued;
 - d) Accurate odometer reading being given at the time of each transaction;
 - e) Rates charged for each transaction in accordance with the State Contract Control Board's contracted rates (including price and freight rate differentials where applicable);
 - f) Computations and castings; and
 - g) Account code as per the Charter of Accounts.
- 2.6 Where the check of the claims appears reasonable the invoice shall be paid in full.

- 2.7** Should there be any doubt in the mind of the officer preparing the voucher as to the lack of information or for other reasons, the particular item/s on the invoice should be withheld from payment for further investigation. The relevant oil company is to be advised of any item being withheld.
- 2.8** Payment should be made for all satisfactory transactions and the RFS must ensure wherever possible, all items outstanding on the invoice are paid within the contracted time.
- 2.9** The motor vehicle running sheet is available for audit purposes and where necessary, may be used to verify purchase details where copies of sales dockets are not available.
- 2.10** Where a check has not proved to be satisfactory and follow-up action reveals an incorrect transaction, such matters shall be resolved with the oil company and wherever possible, within the contracted time.
- 2.11** Application of the test check is dependant on:
- a)** Past experiences relating to the accuracy and correctness of payment details included on the invoices; and
 - b)** The willingness of oil companies to adjust incorrect charges brought to their attention by the Paying Centre.
- 2.12** During the yearly three month period where running sheets are kept for vehicles permanently dedicated to an employee, all fuel dockets must be retained and attached to the relevant running sheet. Running sheets and fuel dockets for the three month period must be provided to the Fleet Office.
- 2.13** Use of Fuel Cards that have no designated vehicle registration number shall be strictly supervised and the cards shall be held in a secure place in the Fleet Office.
- a)** Each card shall carry the words “rent, “temporary” or “temp.”
 - b)** A register is kept by Fleet Office to record the incoming /outgoing rental fuel cards to RFS staff. Cards are obtained from the Fleet Office.
 - c)** Following a check of the details shown on the sales docket, the driver is to insert the following information on the docket:
 - (i)** The rented vehicle registration number;
 - (ii)** The relevant account/cost centre code;
 - (iii)** The actual number of litres purchased; and
 - (iv)** His/her name and signature.
- 2.14** The driver should also complete the appropriate details on the motor vehicle running sheet as required by the instructions set out in Premiers Passenger Motor Vehicle Conditions.
- 2.15** At the end of the trip, sales dockets are to be returned to the Fleet Office.
- 2.16** The reasonableness check and test check of oil company invoices will include a 100 percent check of rented vehicle transaction to all sales dockets.