

Facilities Management Fueling System

Standard Operating Practices at Western Washington University

12 October 2006

Fueling Card Practices

Authorized Use of Facilities Management (FM) Fueling Cards

1. FM fueling cards are valid only at the FM fuel pumps located at 915 26th Street.
2. Each fueling card will be assigned to only one vehicle or piece of equipment (e.g., gas cans or fuel consumption machinery). However, several individuals can be authorized to receive pin numbers (PINs) for use with the fueling card assigned to a vehicle or piece of equipment.
3. FM fueling cards are to be used only for fueling the vehicle or piece of equipment to which they have been assigned by Motor Pool.
4. The fueling card assigned to a vehicle or piece of equipment is not permitted to be used for fueling any other vehicle or piece of equipment.
5. When a vehicle is no longer in use at WWU, the supervisor or manager of the department that was issued the fueling card for that vehicle, must cause the return of that fueling card to Motor Pool for deactivation.
6. Each fueling card PIN will be assigned to only one employee who may be authorized to pump fuel for several issued fueling cards.
7. The fueling card PIN assigned to an individual is not to be used by any another individual(s).

Controlling Fueling Card Use

1. A paper or electronic copy of the FM Fueling System Standard Operating Practices (SOP) will be provided to each supervisor or manager of the department requesting a fueling card or a fueling card PIN.
2. When fueling cards or PINs are requested by a supervisor or manager, the requestor must indicate that those who will be using a fueling card or PIN have read and understand the Fueling System Standard Operating Practice (SOP)
3. Fueling cards may be kept in state vehicles if the vehicle is locked when not in use.
4. When not in use, fueling cards for gas cans, lawn mowers, and other types of fuel consuming pieces of equipment, *must* be stored in a locked container.
 - a. A log will be kept by the FM Grounds Supervisor for all fueling cards, indicating who signed out the card, date, time in, and time out.
 - b. Each fueling card will be signed out by individual using it.
 - c. The FM Grounds Supervisor will review the above fueling card log semi-annually to insure compliance.
5. Fueling cards are only to be used for the vehicle or piece of equipment assigned to them.
6. Fueling card PINs are only to be used by the persons assigned to them.
7. All WWU clients/departments, with fueling cards issued to them, will be sent an annual report listing the vehicle associated with each card, and the individuals with assigned PINs who are authorized to use the fueling card(s).
8. The annual report will be returned to FM Motor Pool signed by the department, confirming or correcting the validity of the data.
9. All "blank" fueling cards must be stored in a locked file cabinet, the key to which will be stored in the FM key lockbox, to which only a few select staff have access.
10. To insure compliance, FM Management will perform a monthly review of the list of fueling cards and PINs issued

Facilities Management Fueling System Standard Operating Practices at Western Washington University

12 October 2006

Fueling Card Practices

Process for Obtaining an FM Fueling Card

1. Motor Pool will be notified in writing or email (Reatha.Cammack@wwu.edu) by the department supervisor or manager requesting issuance of a fueling card for a university vehicle or piece of equipment. The requesting department will provide the following information:
 - a. The name of the employee(s) who is/are authorized to use the fueling card
 - b. The employee's department identification code
 - c. The last four digits of the authorized employee's WWU "W #"
 - d. The vehicle license number or a description of the piece of equipment the employee is authorized to fuel with the requested fueling card
 - e. The budget code to be charged for the cost of the fuel dispensed with a fueling card
2. Motor Pool will confirm that the required information has been received from the requesting department. Once that department's supervisor or manager indicates in writing or email that the authorized fueling card users have read and understand the Fueling System SOP, Motor Pool will issue the fueling card(s) and PIN(s).
3. Only one fueling card will be assigned per vehicle or per fuel-containing piece of equipment.
4. Each individual who is authorized to fuel a vehicle or piece of equipment with the fueling card will be assigned a unique PIN to be used with the fueling card assigned to that vehicle or piece of equipment.
5. Motor Pool (Reatha.Cammack@wwu.edu) will be notified by a department whenever an employee that was authorized to use a fueling card and was assigned a fueling card PIN, is no longer employed or has changed departments.
6. Upon such notification, Motor Pool will deactivate the fueling card PIN of that employee.

Process for Reporting and Replacing Lost or Damaged Fueling Cards and Forgotten PINs

Lost Fueling Cards

Motor Pool must be notified as soon as it is realized a fueling card has been lost.

1. Notify Motor Pool by phone (x6413) so the lost fueling card can be deactivated immediately.
2. Provide Motor Pool with the following information (in original email from Motor Pool when card was issued):
 - a. Card number
 - b. Name of employee(s) assigned to fueling card
 - c. Vehicle license number or piece of equipment assigned to fueling card
3. After telephone notification, the department will send an email to Motor Pool (Reatha.Cammack@wwu.edu) with the above information on the lost card.

Facilities Management Fueling System Standard Operating Practices at Western Washington University

12 October 2006

Fueling Card Practices

Process for Reporting and Replacing Lost or Damaged Fueling Cards and Forgotten PINs (continued)

Damaged Fueling Cards

If a fueling card becomes inoperable, a replacement fueling card may be requested in person or in writing to Motor Pool.

1. The employee's supervisor or manager must provide written authorization for employee to receive a replacement fueling card, and verify the vehicle or piece of equipment the employee is authorized to fuel.
2. Motor Pool must receive the damaged fueling card.
3. Motor Pool will deactivate and destroy the damaged fueling card.
4. Upon receipt of the above information, Motor Pool will issue a replacement fueling card.

Forgotten Fueling Card PINs

1. The employee who has forgotten their PIN, or believes the security of their PIN has been compromised, must immediately notify Motor Pool (x6413).
2. Motor Pool will immediately deactivate the employee's assigned PIN.
3. The employee's supervisor or manager must provide written or email authorization for employee to receive a new PIN, and verify the vehicle or piece of equipment that the employee is authorized to fuel.
4. Upon receipt of the above information, Motor Pool will assign the individual a new unique PIN.

Process for Using an FM Fueling Card

A vehicle or piece of equipment is only to be fueled with the fueling card that was assigned to that vehicle or piece of equipment.

1. Swipe the fueling card across the card reader at one of the FM fuel pumps located at 915 26th Street
2. Input only your assigned fueling card PIN into the key pad near the fueling card reader
3. Input the odometer or hour-meter reading of the vehicle or piece of equipment being fueled. If this is not applicable, proceed to the next step
4. Input the type of fuel to be pumped (1 = unleaded and 2 = diesel)
5. Begin pumping fuel

Facilities Management Fueling System Standard Operating Practices at Western Washington University

12 October 2006

Fueling System Data Input Practices (for FM use only)

Process for Inputting Data into the FM Fueling System

The following information will be collected and entered into the FM fueling system for each fueling card assigned to a vehicle or fuel-containing piece of equipment, and for each fueling PIN assigned to an employee.

1. The vehicle license number or piece of equipment description.
2. Any fueling quantity restrictions for the card per use.
3. The type of fuel to be dispensed (Unleaded = 1; Diesel = 2) with the fueling card.
4. The vehicle odometer reading or piece of equipment hour meter reading at the time the fueling card is assigned.
5. The name(s) of the authorized fueling card user(s) and their assigned PIN(s).