
SECTION 18

GOVERNMENT VEHICLES

18.07 FLEET CREDIT CARDS

AUTHORITY: TREASURY BOARD

ADMINISTRATION: DEPARTMENT OF TRANSPORTATION AND
INFRASTRUCTURE
PROCUREMENT SERVICES,
DEPARTMENT OF FINANCE
GOVERNMENT DEPARTMENTS

EFFECTIVE DATE: JUNE 2024

18.07 FLEET CREDIT CARDS

(1) PURPOSE

Distinctive Fleet Cards provided by the Supplier will be issued to departments requiring such cards. The credit cards are to be used for the purchase of vehicle fuel, lubricating products and services, and normal maintenance and repairs.

Notwithstanding circumstances where departments purchase fuel and supplies on a bulk basis and/or have in-house service capability, all fuel and lubricating products and services for Government vehicles are to be purchased on the Fleet Credit Cards provided from the Supplier except where such are covered by lease arrangements or warranties.

Departments are responsible for the use and security of credit cards and also for the subsequent payment of any charges against cards authorized by their employees.

(2) APPLICATION

The application of this policy is referenced to the Schedules of the *Financial Administration Act* (FAA) and applies as follows:

- Schedule “A” - Departments except the Legislative Assembly
- Schedule “B” - Crown corporations
- Schedule “C” - Education Authorities
- Schedule “D” - Commissions

except to the extent that their enabling legislation may incorporate alternate requirements such as Ministerial or Board Authority.

While this policy **does not apply** to the Legislative Assembly or Reporting Entities subject to alternate legislation, **the spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies.

(3) REQUISITIONING CARDS

- (a) Departments which operate Government vehicles and have need to purchase fuel and other normal operating supplies and services from retail service outlets are required to request Fleet Credit Cards from the Supplier.
- (b) Only one credit card may be assigned to each vehicle in the Fleet and the Department’s request for such cards must include the necessary information so that the vehicle ID number and the assigned credit card can be appropriately cross-referenced.
- (c) Each vehicle in the Government Fleet must be assigned its own exclusive five-character vehicle identification number by the Departmental Fleet Coordinator in each department/agency. For information on the criteria and composition of the Vehicle ID number, refer to the “Fleet Management System User Guide”.

- (d) In addition to the cards required for vehicles, the Department may also request a limited supply of credit cards for use with short-term leases and rentals.
- (e) It is each department's responsibility to assign cards to vehicles and to maintain the necessary records so that costs and other data for vehicles can be entered into the Fleet Management System.

(4) SECURITY ON CARDS

- (a) The Supplier will provide the Fleet Coordinator and the Procurement Services Office, with a master list of all credit cards which have been issued by the Supplier. This list will be updated by the Supplier on a regular basis.
- (b) The Department is responsible for the security and control of all cards. The Department must ensure that its records indicate the vehicle to which each card has been assigned and a list of spare cards held for short-term or emergency uses.
- (c) Each user department/agency is responsible for immediately reporting by telephone any lost or stolen cards to the Supplier. Such calls are to be followed up in writing to the Supplier as soon as possible on the standard notification form, as set out in Attachment 18.07-I.

(5) ASSIGNMENT OF CARDS

- (a) With the exception of members of the Senior Compensation Plan, employees who have been assigned a Government vehicle will be required to sign a Vehicle Credit Card Acknowledgment Form (see Attachment 18.07-II).
- (b) In cases where a pooled vehicle is provided, the employee with primary responsibility for the care and maintenance of the vehicle will be required to sign the Vehicle Credit Card Acknowledgment (see Attachment 18.07-II).
- (c) The Departmental Administrator will be responsible for the "spare" cards issued to the department/agency by the Supplier for use with short-term vehicles and/or for special purposes. The Departmental Administrator will maintain a record of such cards and their usage.
- (d) When a Government vehicle is disposed of, the credit card assigned to that vehicle must be destroyed by the Departmental Administrator.
- (e) Expired or cancelled cards must be destroyed by the departmental administrator.
- (f) Treasury Board and the Fleet Card Administrator within the Department of Transportation and Infrastructure has the authority to recall or cancel any credit card at any time.

(6) GUIDELINES FOR USE OF CREDIT CARDS

- (a) In order to ensure control over the use of these credit cards and to ensure a complete and accurate record of operating costs, the employee making credit card purchases must ensure that the following information appears on the invoice:
- date of purchase;
 - purchaser's signature;
 - description and quantity of purchase; and
 - nature of any repairs.
- (b) In the case of pooled vehicles, the various drivers must ensure that the credit card is available to the driver at any particular time to avoid any unnecessary inconvenience.
- (c) Credit card receipts should be retained and submitted with the Monthly Usage Ticket Log Report to the departmental administrator. A copy of all receipts are to be supplied by the Departmental Fleet Coordinator to the Light Fleet Manager during the Annual Review process.

(6) INTERPRETATION

Amendments to the policy require the approval of Treasury Board. In cases where an interpretation is required, such should be referred to the Secretary to Treasury Board or their delegated officer who will make an interpretation or refer the matter to Treasury Board, if a Board decision is deemed necessary.