Information

Fuel Card Program

Effective

February 1, 2014

Number

CARD-2.01

Applicability

This policy applies to university Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

ProCard Office
Houchens Building, University of Louisville
Louisville, KY 40292
502-852-9058
Procard@louisville.edu

History

Revision Date(s): June 28, 2019

Reviewed Date(s): February 14, 2020; May 10, 2023

Categories

Reason for Policy:

The University of Louisville is utilizing the states contract with WEX to provide a fuel program for University-owned vehicles. Fuel cards provide a quick and convenient way for University drivers to purchase fuel at competitive rates.

Statement:

The purpose of this policy is to establish uniform procedures, accountability, and controls for fueling motor vehicles and equipment owned by the University of Louisville.

All departments who own or control University owned vehicles and equipment must follow the University of Louisville Fuel Card Use Policies, Procedures, and Responsibilities found on the Fuel Card website. http://louisville.edu/procard/fuel-card-program-wex-1

Related Information:

- A fuel card must be used to re-fuel university-owned vehicles; a ProCard cannot be used.
- Only one fuel card can be assigned to a vehicle.
- A vehicle coordinator must be assigned for each department. This person must review the fuel card policies and sign an agreement form.
- Fuel cards must be restricted to the type of fuel product the vehicle requires (e.g. gasoline or diesel).
- A separate card can be obtained for small non-licensed vehicles or tools that would normally not have a fuel card assigned.
- Fuel cards and PIN#'s must be used for official University business only. The fuel card is not to be used for personal vehicles or for non-business purposes. Using the fuel card for any purpose other than official business will be considered theft of UofL property.

- Departments, vehicle coordinators, and drivers shall be expected to follow the established policies, procedures, and responsibilities.

Fueling Locations; including in and around the Louisville area or in another city or state.

Vehicle Maintenance Contracts; includes a listing of the companies the University has contracts with.

Contact Information for WEX and the ProCard Office.

Procedures:

How to Obtain a Fuel Card/PIN; Provides information for the Vehicle Coordinator on how to complete and who to send the new card and/or new driver PIN request form(s).

Using your Fuel Card; Provides information how to use the fuel card at the pump.

Responsibilities:

Department Responsibilities
Identify University owned vehicles and equipment and assign a Vehicle Coordinator.

Vehicle Coordinator Responsibilities
The employee designated within a department to oversee the Fuel Card Program.

Driver Responsibilities
(see also Using your Fuel Card)

ProCard Office Responsibilities
The Procurement Services unit that manages the day-to-day operations of the University's Fuel Card Program.

Forms/Online Processes:

Fuel Card Order Form - select form at https://louisville.edu/procard/forms

Driver PIN# Order Form - select form at https://louisville.edu/procard/forms

Fuel Card Certificate of Destruction - select form at https://louisville.edu/procard/forms

Vehicle Coordinator Agreement Form - select form at https://louisville.edu/procard/forms

Fuel Card Dispute Form - select form at https://louisville.edu/procard/forms