

10.1 Fleet Card

Policy Objective

The Department of Finance will make available a corporate Fleet Credit Card. These cards are issued to departments for the purchase of fuel, minor repairs, tires, tolls, ferries and parking while using government owned or leased vehicles.

Responsibilities

GOVERNMENT ACCOUNTING

- Approving Fleet Card application forms, including monthly credit limits
- Providing departments with Corporate Fleet Card Policy and Fleet Card usage procedures
- Advising departments in the use of Fleet Cards
- Ensuring Budget Managers and Fleet Coordinators are aware of and are adhering to the Procurement Policy, Cardholder Agreement, and Fleet Card Best Practices Manual
- Following Departmental and Corporate Policies and Procedures when faced with misuse of the Fleet Card, such as unauthorized purchases
- Ensuring the Fleet Program is monitored and audited by reviewing transactions to policies and documenting action taken as needed

FINANCIAL SERVICES

- Establishing and communicating department specific procedures to Budget Managers, Fleet Card Coordinator and cardholders
- Establishing control procedures to ensure that appropriate authorization and payment processes are being adhered to
- Establishing and communicating deadlines for submitting reconciled statements and transaction log to meet Government Accounting's deadline

BUDGET MANAGER

- Approving requests for Fleet Cards
- Setting monthly Fleet Card limits for each application based on anticipated usage to minimize liability if lost or stolen
- Signing and adhering to Cardholder Agreement

- Forwarding original, fully completed applications to Government Accounting
- Following Departmental procedures for signing authority for Fleet Cards
- Adhering to Procurement and Fleet Card policies
- Reviewing monthly Fleet Card transaction log and approve for processing, forward to Financial Services
- Following Departmental and Corporate Policies and Procedures when faced with misuse of the Fleet Card, such as unauthorized purchases

FLEET CARD COORDINATOR AND ALTERNATE

- Supporting cardholders as their first point of contact
- Being knowledgeable in Fleet Card and other applicable policies
- Forwarding original, fully completed applications to Budget Manager
- Advising cardholders in the use of Fleet Cards
- Ensuring the safe keeping of Fleet Cards issued to the government leased or owned vehicle
- Ensuring receipt of monthly e-statement
- Providing cardholder with Cardholder Agreement, Fleet Card Policy, Transaction Log, and department processes
- Reviewing the statements, receipts, and transaction logs to ensure they have been reconciled and approved, detailed receipts are attached and tax has been properly recorded. Take corrective action if required
- Refer to the Fleet Card Best Practices Manual for additional guidance

CARDHOLDER

- Safekeeping of the Fleet Card issued to the government leased or owned vehicle
- Following the Fleet Card and Procurement policies
- Obtaining a detailed receipt or e-mail confirmation at time of purchase
- Completing and reconciling Fleet Card Transaction log, ensuring tax is recorded correctly
- Ensuring receipt of monthly e-statement
- Following accounting processes and deadlines as set by your Financial Services group
- Reporting lost or stolen Fleet Card to the card coordinator immediately and notify Government Accounting
- Following the Fleet Card Best Practices Manual for additional guidance

Application

Budget Manager must approve Fleet Card applications. Each Fleet Card is given a monthly purchase limit based on expected monthly usage.

Policy Directives

USAGE

Only authorized personnel are entitled to use the Fleet Card and are responsible for retaining receipts for purchases. The Fleet Card is provided based upon the need to purchase fuel, minor repairs, tires, tolls, ferries and parking while using government owned or leased vehicles in the course of employment with the Province. The Fleet Card may be revoked at any time based on a change of assignment or location. The Fleet Card is not an entitlement nor is it reflective of your title or position.

Any unauthorized use of the Fleet Card will be considered an improper use of government funds and will be subject to appropriate disciplinary action.

STATEMENTS

Statements are emailed to assigned personnel (no hard copies are produced).

Assigned personnel can view transactions online and print statements from <<http://iweb.gov.ns.ca>> by clicking on the path as follows:

Finance > Government Accounting > Corporate Credit Cards > Cardholder Training Guide

To obtain ID and link to Scotiabank Web Site, go to <<https://pwnet.procard.com/pns>>.

PURCHASING PROCEDURES

Authorized personnel may obtain goods or services from a single source in the local area provided the price is considered fair and reasonable. The Fleet Card is for business-related purchases only. Any use of the Fleet Card for purchases of a personal nature is strictly prohibited.

RESTRICTIONS

A Fleet Card cannot be used to acquire the following:

- Personal purchases
- Travel Expenses including meals and accommodations, etc.(use Travel Card)

DISPUTE PROCESS

Budget Manager or Cardholder will advise their Card Coordinators of any charges on the statements which are incorrect. For a detailed dispute process, refer to the Fleet Card Best Practices Manual.

LOST OR STOLEN CARDS

Budget Manager or Cardholder must notify their Fleet Card Coordinator and Government Accounting immediately if their card is lost or stolen.

POST AUDIT

Government Accounting will monitor Fleet Card use to ensure compliance with department and corporate policy. This includes conducting a monthly post audit of Cardholder purchases and maintaining a record of the audit for future review. Where seemingly inappropriate card usage has occurred, a letter will be forwarded to the Cardholder and their Budget Manager informing them of the breach in policy and any further misuse will result in Fleet card privileges being revoked.

AUDITS

Procurement Branch, Government Accounting, Internal Audit Centre and/or the Office of the Auditor General may carry out audits of any transaction regardless of value.

Enquiries

Director, Operational Accounting
Government Accounting
Department of Finance
(902) 424-6626

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