

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
PROCUREMENT AND FUEL CARDS	05-0902	1 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-5.1 Purchasing	November 2, 2022	

Purpose

This purpose of this procedure is to define Florida State College at Jacksonville (FSCJ/College) guidelines pertaining to the use of College Procurement Cards (P-Card) and Fuel Cards.

Procedure

A. P-Cards

1. P-Cards are to be issued by the College's Purchasing Department.
2. P-Cards are to be issued to an employee, not to a department.
3. P-Cards are to be issued/utilized within the limits defined in the College Board Rules and the FSCJ Procurement Card Procedures and Guidelines Manual.
4. P-Cards may not be used for personal use or loaned to anyone for any use whatsoever.
5. Issuance of a P-Card to an employee requires the successful completion of training and the submission of a P-Card Application and Cardholder Agreement Form that has been approved by the designated signatories and processed by the Purchasing Department.
6. P-Card holders who, including but not limited to; transfer of departments, separate from the College or no longer need to utilize the P-Card will immediately destroy their P-Card and notify the Purchasing Department at pcards@fscj.edu to have their card deactivated. Additionally, the Office of Human Resources regularly provides the Purchasing Department with a list of terminated employees to validate any P-Card holders requiring de-activation.
7. Care and Use: Any P-Card misplaced, lost and/or stolen is to be reported immediately by the cardholder to the credit card provider and provide notification to the Purchasing Department at pcards@fscj.edu.
8. Security Controls:
 - a. To minimize credit card theft employees are to:
 - i. Not leave a P-Card in plain sight where the P-Card number may be compromised.
 - ii. Not share their P-Card or P-Card number with other employees.
 - iii. Ensure P-Cards are exclusively for authorized College use.
 - iv. Report lost or stolen P-Cards as soon as possible.
 - v. Keep the P-Card in a safe place.

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
PROCUREMENT AND FUEL CARDS	05-0902	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-5.1 Purchasing		November 2, 2022

B. Fuel Cards:

1. Fuel Cards may be retained until the expiration date or the card holder's transfer to another campus/center/department or separation from employment at the College. If the card has expired or the campus/center/department no longer needs the Fuel Card, send a notification to centralservices@fscj.edu and immediately destroy the Fuel Card.
2. Pursuant to APM 06-1005, the employee must have successfully completed the College's online driver test and been approved as an authorized driver. Staff can visit the Risk Management SharePoint site to view authorized drivers.
3. The Central Services Department will assign a Fuel Card number or pin number to an employee after the Fuel Card Agreement Form has been approved by the designated signatories.
 - a. All Fuel Cards returned to the Central Services Department are deactivated with timely notification sent to the card provider confirming deactivation. At time of receipt, the Central Services Department will destroy the returned Fuel Card.
 - b. A current copy of the College's list of Fuel Card holders will be maintained in the Central Services Department and upon request forwarded to Accounts Payable to assist in monthly payment of invoices.
 - c. Any Fuel Card misplaced, lost and/or stolen is to be reported immediately by the cardholder to the Fuel Card provider to deactivate the card, and to the Central Services Department at centralservices@fscj.edu.
 - d. To minimize Fuel Card theft employees are to:
 - i. Not leave a Fuel Card in plain sight where the card number may be compromised.
 - ii. Not share their Fuel Card or pin number with other employees.
 - iii. Ensure Fuel Cards are exclusively for authorized College use.
 - iv. Report lost or stolen Fuel Cards as soon as possible.
 - v. Keep the Fuel Card in a safe place.

REFERENCES: F.S. 1001.64, 1001.65, 1010.04, 1001.65, SBE Rule 6A-14.0734

Adopted Date: August 1993

Revision Date: January 26, 1996, September 20, 1999, September 13, 2001, July 28, 2009, September 3, 2013, January 14, 2014, February 17, 2015, October 4, 2017, November 2, 2022