

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE PROCEDURES
VOLUME I, CHAPTER 9

SUBJECT: GENERAL
CHAPTER TITLE: ARI FUEL CARD PROGRAM

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I. INTRODUCTION

Effective: 12/1/2005

Automotive Resources International (ARI) fuel cards are to be used for refueling Department of Transportation (DOT) vehicles at commercial service stations. These cards are intended for out of state travel with a state owned vehicle or in situations where it is not logistically cost effective to refuel state owned vehicles at DOH fuel stations.

ARI has negotiated national and regional agreements with most of the major oil companies and repair facilities and has the ability to issue the cards in numerous formats, i.e. fuel purchases only, fuel and minor repairs, major repairs and scheduled maintenance, etc. The Department of Transportation, however, has chosen only to implement the fuel purchases feature of this program.

II. POLICIES

Each ARI card is assigned a unique E.D. number from E.D. class 998. This E.D. number will not represent a tangible piece of equipment. However, it will be used to associate card usage and cost with the assigned organization.

The remainder of a Class 998 E.D. number will be as follows: two digits for the organization number (such as, 01 for Highways' District One), followed by two to designate the specific card (such as, 01 for card #1, 02 for card #2, etc.).

A. LOCATION AND CARE OF CARD

1. Management at each organization participating in the ARI program will determine where the cards will be kept. This should be a secure location, accessible only to those employees who assign cards to personnel for

- temporary use.
2. The cards will remain in their designated location, except when they are being used to pay for fuel. They will not remain indefinitely on an employee's person.
 3. ARI cards are not to be used for scraping ice off windshields, cleaning mud off shoes, or for anything other than their intended purpose. Improper use may damage the cards, forcing their replacement and causing delays in obtaining fuel.
 4. It is very important that the magnetic strip on the reverse side of ARI cards be protected. Should it become scratched, the card may not work.

B. ASSIGNMENT AND USAGE OF CARD

1. The organization's ARI cards should be assigned with a certain time period in mind.
2. The organization manager, or designee, will assign ARI cards as needed from a log. The log may be designed in whatever format the organization manager deems appropriate, so long as it contains the following fields:
 - a. name (of employee to whom the card is assigned)
 - b. Class 998 E.D. number (on card)
 - c. actual E.D. number (of equipment used)
 - d. date assigned
 - e. purpose of assignment (trip to locality where there are no DOH refueling facilities)
 - f. date card is returned
3. ARI cards are to be used only for refueling state owned vehicles. Under no circumstances will an ARI card be used to purchase anything besides fuel for state owned vehicles.
4. Only diesel or regular-grade gasoline fuels are to be purchased with the cards.
5. Employees using an ARI card to refuel an E.D. numbered vehicle must note the actual E.D. number on the credit card receipt.
6. All receipts must be returned to the individual responsible for assigning ARI cards.

C. FUEL CARD PURCHASING AND COURTESY

1. Employees refueling DOT equipment will make sure that the service station accepts the ARI card before pumping fuel.
2. Fuel is to be purchased at the lowest priced station in the immediate area. Obviously, a DOT employee on a business trip may not know where the lowest fuel prices are locally, but if there are several stations in sight with different prices on their signs, the lowest priced station is to be used.
3. In purchasing fuel, no preference is to be shown for particular dealers or brands.
4. With ARI purchasing, it may not be necessary to fill all tanks at the beginning of each shift. In any case, DOH crews should avoid a "convoy" situation at a station's pumps that would inconvenience the general public.

5. In the event a major storm or any event that might make the purchase of fuel difficult is expected, organizations (particularly those engaged in road maintenance) will fill needed equipment in advance.

D. EMERGENCY REPAIRS

1. Employees must contact their supervisor to receive guidance/approval for making emergency repairs to state vehicles. Supervisors are authorized to approve minor emergency repairs of \$200 or less.
2. Emergency repairs exceeding \$200 require the supervisor to consult with the appropriate District Equipment Supervisor for repair and/or towing guidance/approval.
3. The state purchasing card will be used at the repair facility for authorized minor emergency repairs (\$200 or less).
4. In the event that the traveling employee cannot reach their supervisor (outside of work hours) the employee may authorize and personally pay for emergency repairs of \$200 or less. Upon return, the employee must process the repair receipt itemizing the parts and labor for reimbursement.

III. PROCESSES

The ARI Card Coordinator retrieves a record of all ARI card purchases, from the ARI website, monthly. These charges are separated by District and organization number and emailed to the DOH Equipment Division Comptroller or Division designee. Equipment Division is responsible for establishing the needed REMIS Purchase Master (PS), entering Purchase Receipts (PR), and processing invoices to Transportation Finance Division.

Equipment Division will also receive a series of reports from ARI. These reports will be used to monitor ARI activity and program operations.

A. RECEIPT AND RECONCILIATION

1. Employees who make purchases with ARI cards will retain the receipts from such purchases and submit them to their organization's office assistant, who will retain them for a monthly reconciliation process.
2. A monthly ARI Purchases Report will be generated and distributed by the Equipment Division Comptroller to each organization participating in the ARI program. Upon receiving the report, organization office assistants will:
 - a. check the organization's purchases against the purchase receipts,
 - b. review the listing for any inappropriate charges, such as higher grade fuels, and report such to organizational management for further action. Any questionable charges should be investigated with the employee that used the ARI card in question.
 - c. sign the report and attach the purchase receipts, and
 - d. submit a copy to the organization's Chief Financial Officer, who will work with Equipment Division and ARI to settle

any disputed purchases.

B. REPORTING LOST OR UNUSABLE CARDS

1. When an ARI card is lost or becomes unusable, the employee who discovers the problem will report it to the Chief Financial Officer of the organization assigned the equipment (for Highways Districts, the District Comptroller - for Highways Divisions, the Director or designee).
2. The Chief Financial Officer will report it to Equipment Division.
3. Equipment Division will contact ARI for a replacement card.
4. Card replacement requires seven working days upon notification to ARI.

