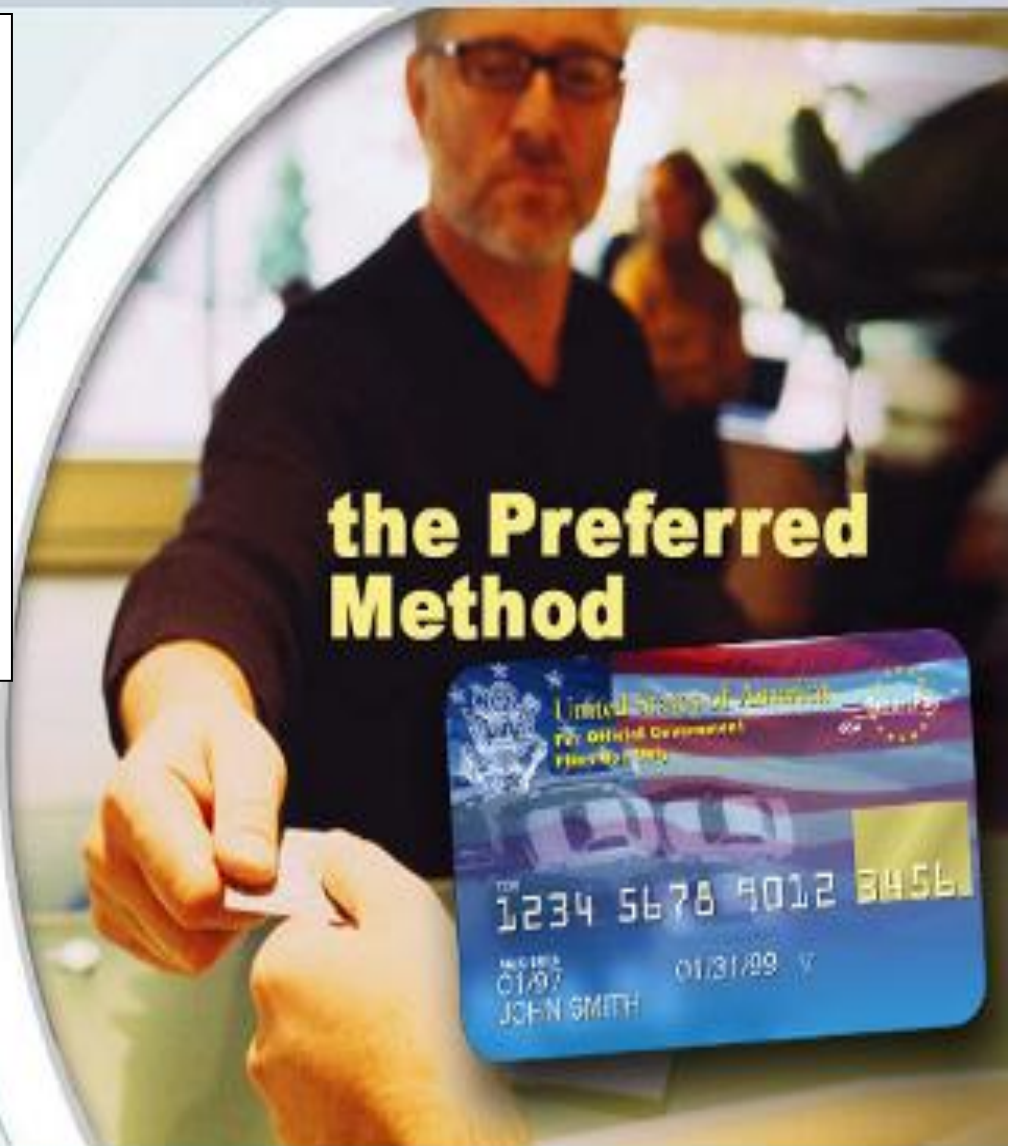


Joseph is a VA fleet manager responsible for both VA-owned and VA-leased and GSA-leased vehicles. He has a hard time tracking and separating expenses for each.

With the introduction of the Fleet Card program, his job becomes much easier.



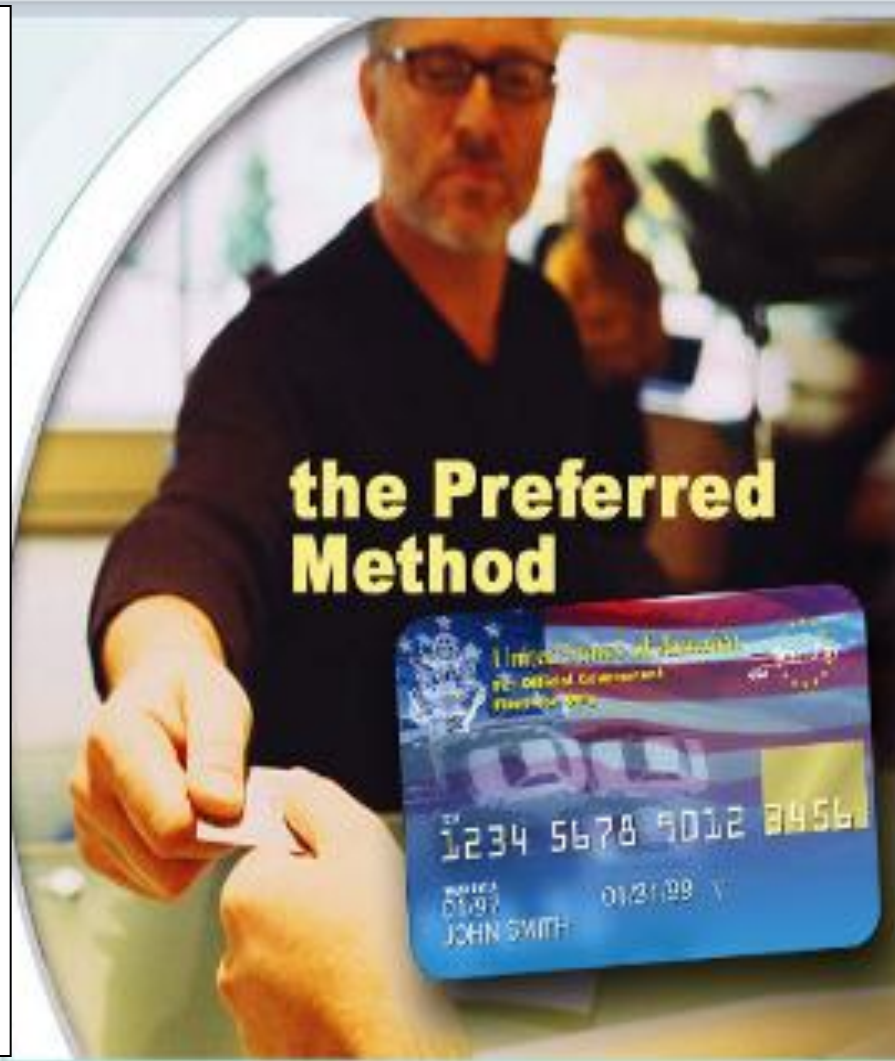
The VA fleet card facilitates the acquisition of goods and services for VA-owned and VA-leased (not through GSA) vehicles through simplified acquisition procedures. The program is designed to meet the following objectives:



Course Overview

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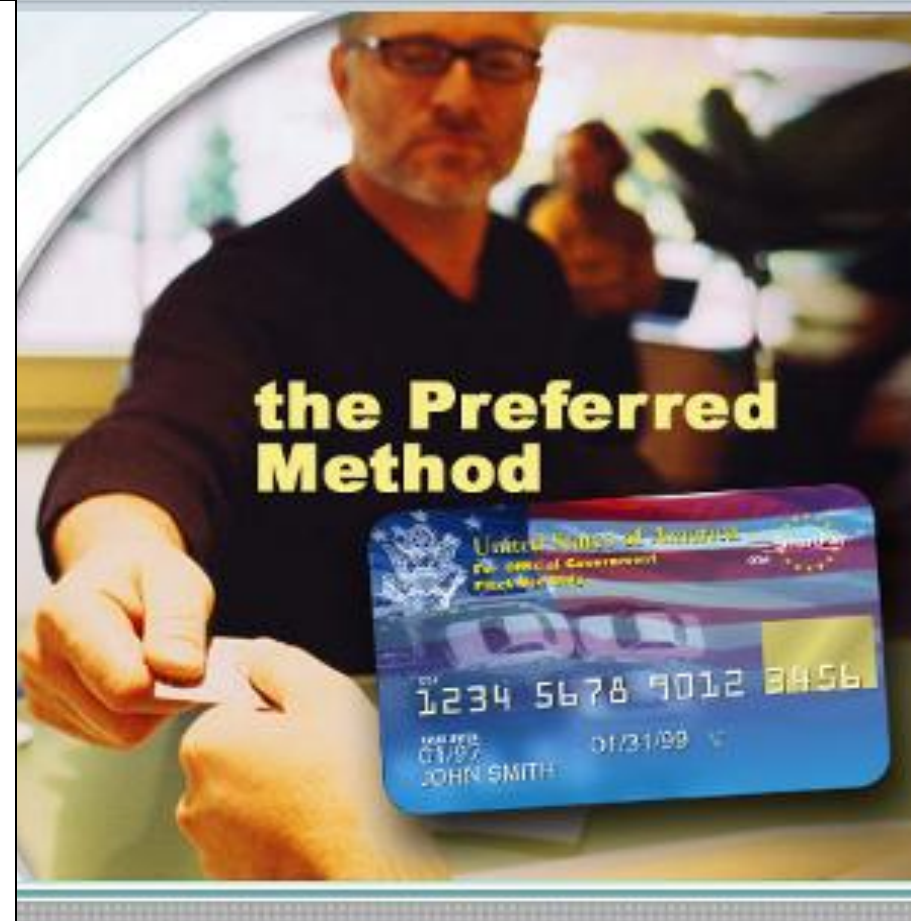
- Reduce paperwork and administrative costs for the acquisition of supplies and services within the existing Federal Acquisition Regulation (FAR).
- Streamline payment procedures and improve cash management practices such as consolidating payments and reducing impress funds.



Course Overview

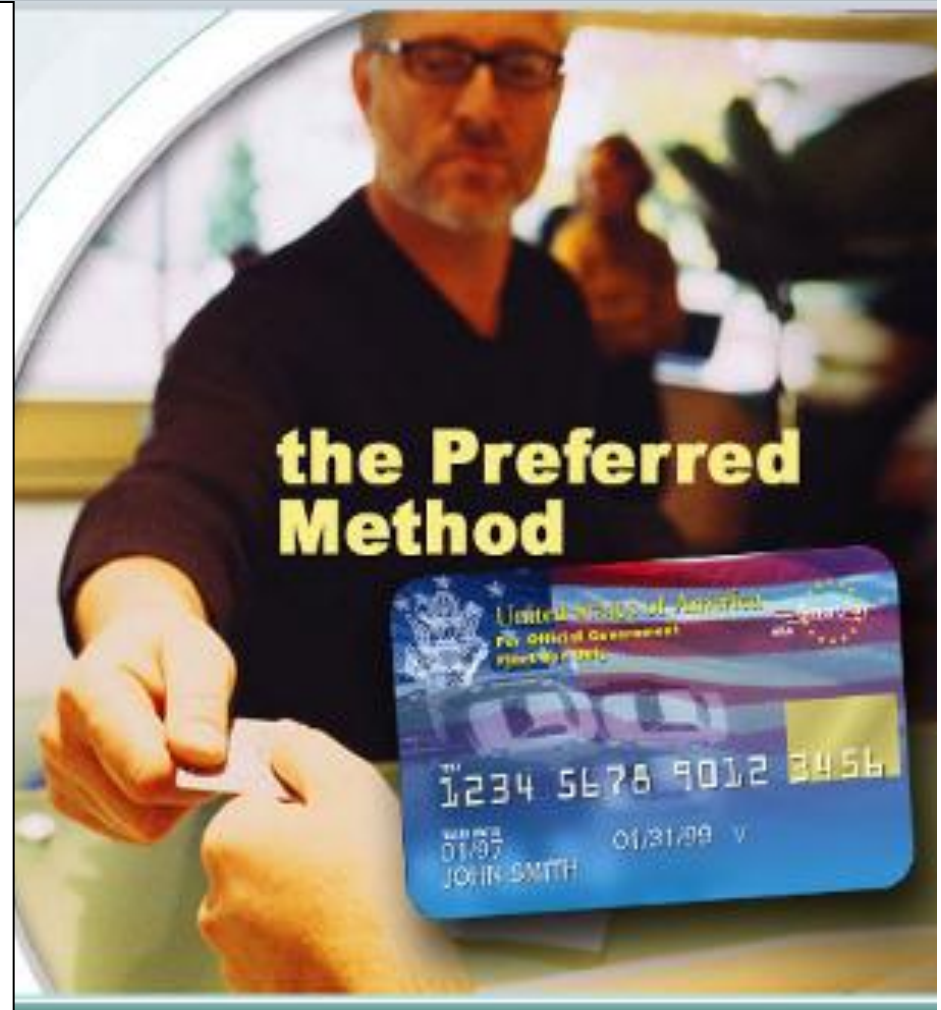
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 - Streamline payment procedures and improve cash management practices such as consolidating payments and reducing impress funds.
 - Provide procedural checks and feedback to improve management control and decision-making.
- REMINDER: The VA fleet card is not for use in vehicles leased through GSA. GSA vehicles come with their own brand of fleet cards**



QUESTION

Which one of the following lists of items do you think you can purchase with the fleet card?

A. Wiper fluid, gas, and a snack while I wait

B. Coffee, gas, and tires

C. Windshield wipers, motor oil and carwash

Choose the correct option and then select **Done**.

Done

Course Overview

VA uses an association branded (MasterCard/Visa) card. This is to provide VA facilities with a card that is accepted at more locations and improves reporting capabilities.



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VA piloted the fleet product at a number of stations, and as a result, decided to convert all VA-owned and VA-leased vehicles to the fleet card.

This fleet card will be used for VA-owned and VA-leased vehicles only and will NOT be used for GSA-leased vehicles.

VA-leased vehicles are those leased directly by VA from a dealer or service.



Topic: Do's and Don'ts

You have not taken a test for this topic.

Learning Objective:

After completing this topic, you should be able to

-Identify appropriate and inappropriate uses of the fleet card/

This topic covers the following points:

-Do's

-Don'ts

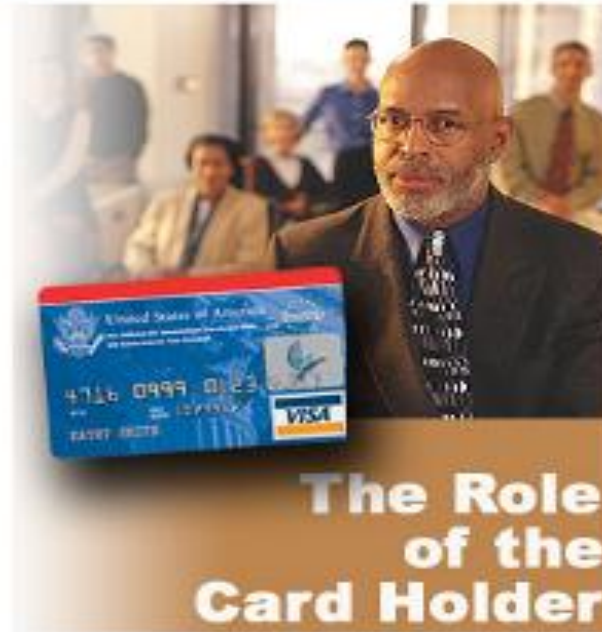
Topic Type: Instruction

Duration: 3 minutes



If you use the fleet card...

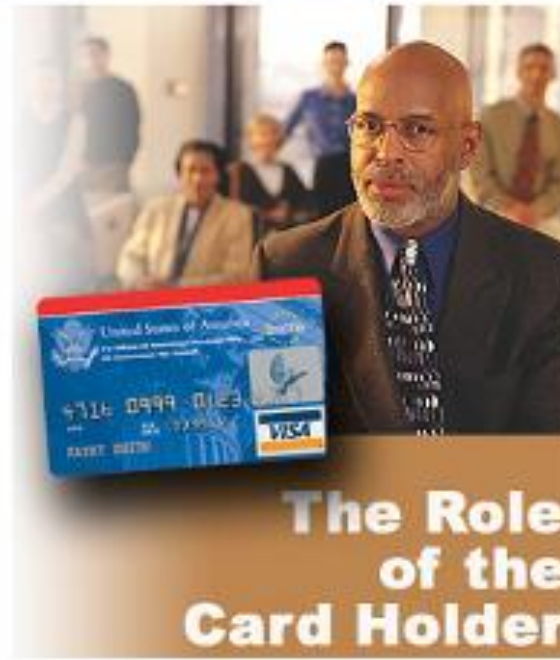
You are the government's agent for each purchase made with the fleet charge card. You are responsible for each transaction. In addition to the responsibilities described in this lesson, you must comply with all applicable regulations and procedures of your agency/organization and the agency/organization providing the equipment



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It is your responsibility to keep the card in a safe and secure place.

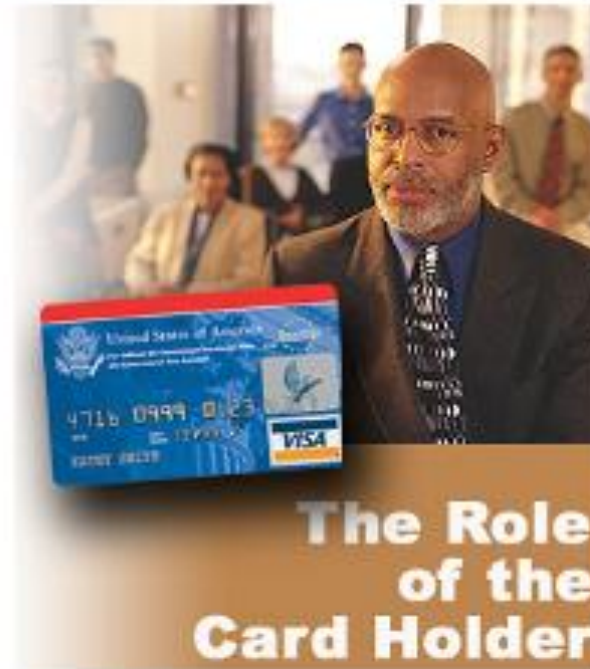


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It is your responsibility to keep the card in a safe and secure place.

You must use the card ethically, and ensures that you observe all dollar limits on purchases



Do's and Don'ts

Other “Do’s” with regard to use of the fleet card include:



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-Do use the card to purchase oil, fluids, and other necessary maintenance and repairs only as authorized.



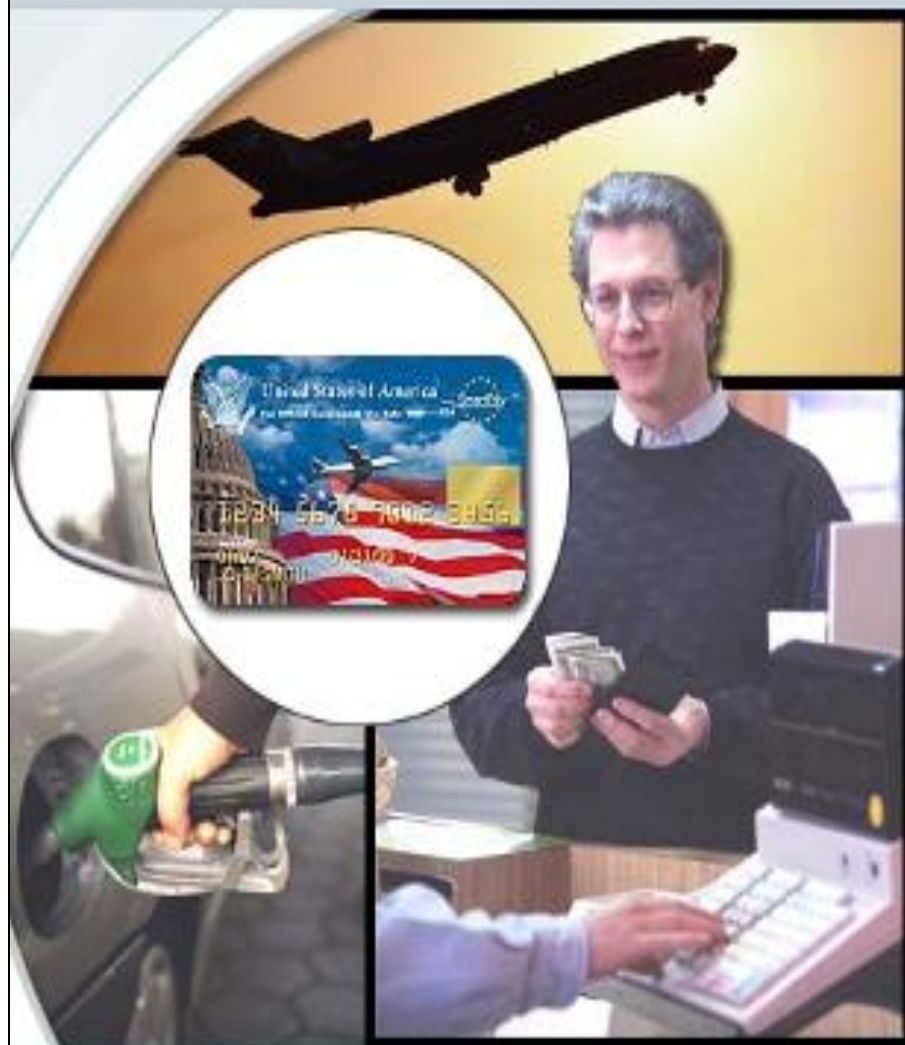
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-Do seek state tax exemption on all non-fuel purchases.

-Do immediately report a lost or stolen card to your Fleet Manager or Fleet Service Representative and the card-issuing bank.



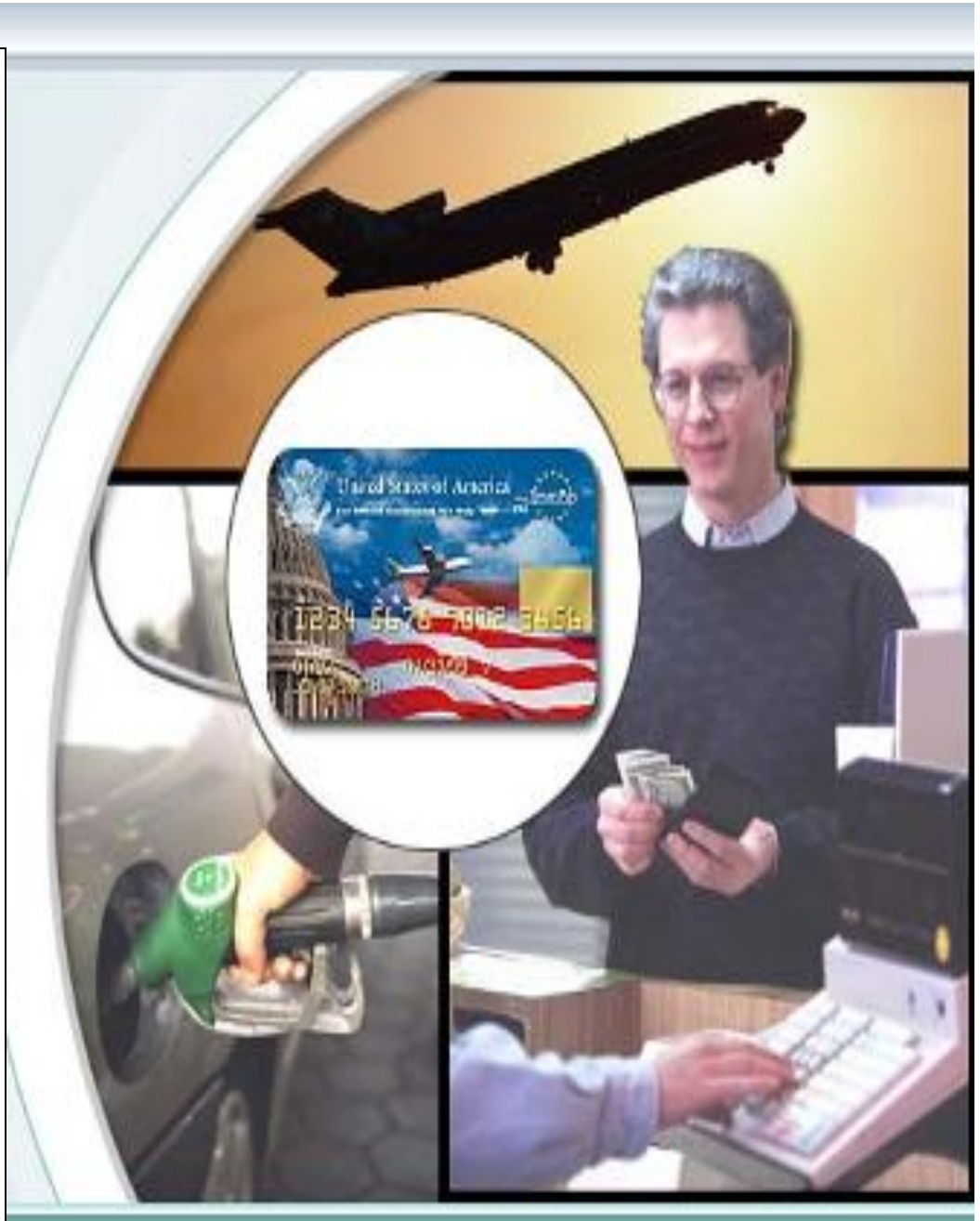
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- Do return your card to the Fleet Manager or Fleet Service Representative if you leave your agency/organization or retire.**



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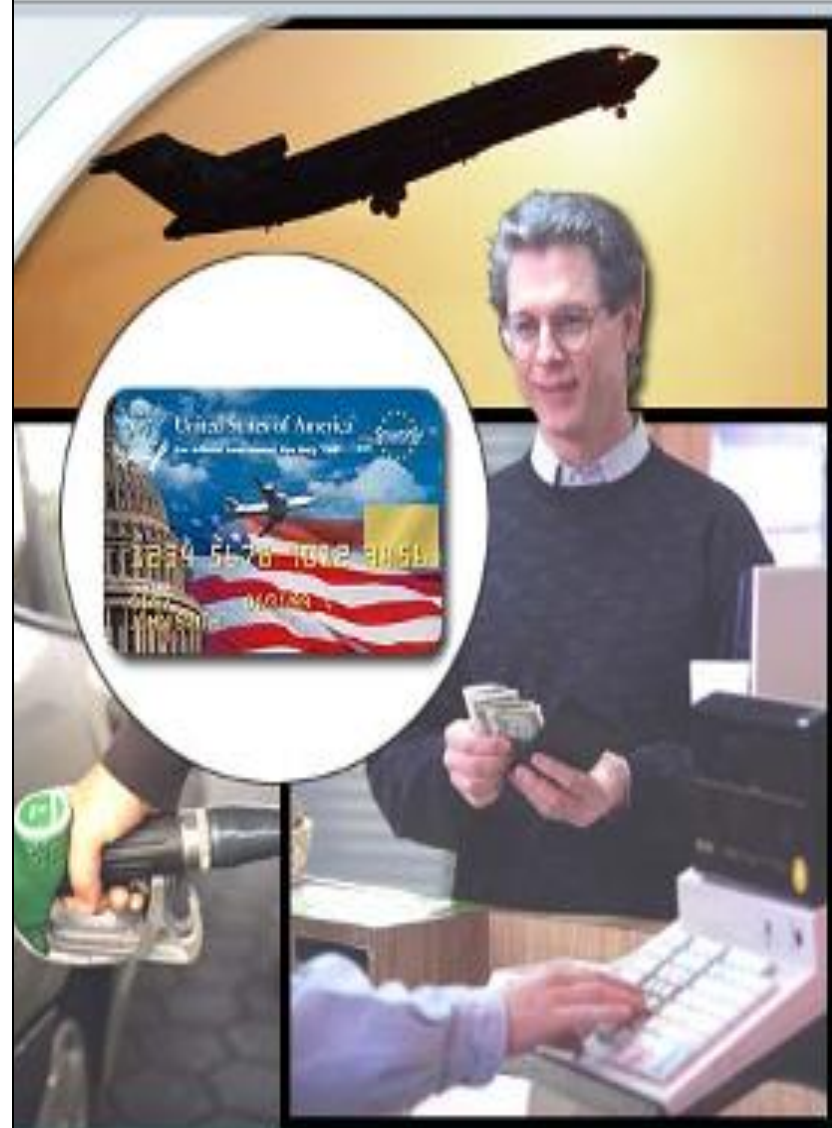
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- Do destroy any lost or stolen cards that are recovered.**



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- Do return your card to the Fleet Manager or Fleet Service Representative if you leave your agency/organization or retire.
- Do destroy any lost or stolen cards that are recovered.
- Do get a receipt.**



Do's and Don'ts

Question

What do you think?

Joe is at the shop waiting for his vehicle to get new tires. The shop also serves as a store and sub shop. While Joe is waiting for his vehicle he gets hungry, does not have any money at the time, and uses the fleet card to purchase a sub and soda along with the maintenance on the vehicle.

Is this an appropriate use of the Fleet Card?

A. No, This is not an acceptable use of the card.

B. Yes, this is an acceptable use of the card.

Choose the correct option and then select **Done**.

Done

Do's and Don'ts

The fleet charge card should **not** be used to purchase food, beverages, or other items for personal use.

Other important “don'ts” include:



Right Decision?

Do's and Don'ts

The fleet charge card should not be used to purchase food, beverages, or other items for personal use.

Other important “don'ts” include:

-Don't use an old fleet charge card that was replaced for any reason.



Right Decision?

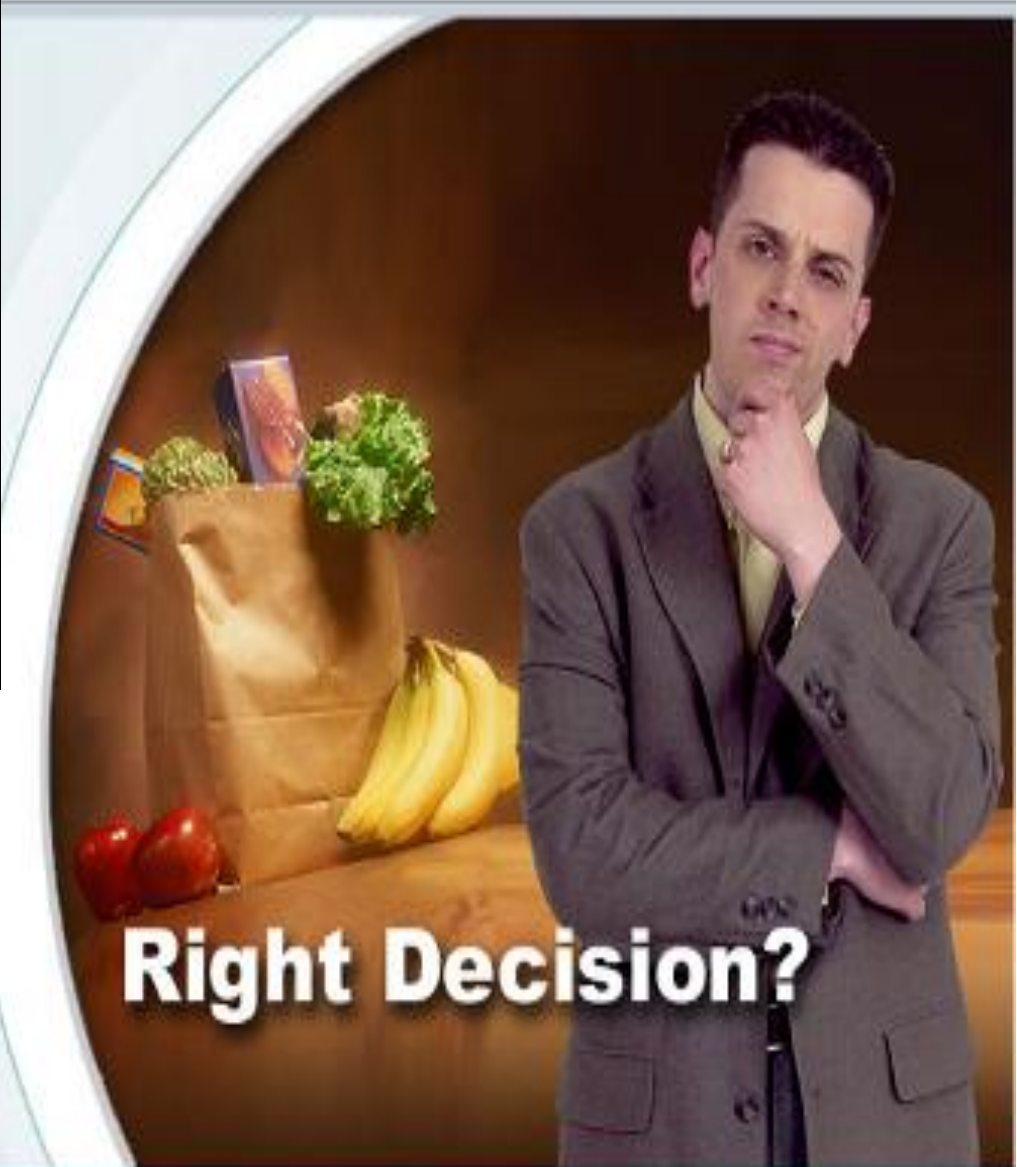
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The fleet charge card should not be used to purchase food, beverages, or other items for personal use.

Other important “don'ts” include:

-Don't use an old fleet charge card that was replaced for any reason.

-Don't use a fleet charge card assigned to another vehicle.

-Your fleet charge card may ONLY be used for your agency vehicles. For vehicles leased through GSA Interagency Fleet Management Systems (IFMS), the GSA fleet charge card is used.



Consider this scenario.

Station X has received a new vehicle from GSA. The vehicle does not have a GSA fleet card yet, but needs to be driven immediately to their integrated station in the next state. Station X gives the driver a VA fleet card from a VA vehicle to deliver the GSA car to the other station.

Is this an appropriate use of the Fleet Card?
Why or why not? Enter your response below.

What the expert says.

Compare

Do's and Don'ts

If you are uncertain as to whether a purchase is appropriate, ask your Fleet Manager or Fleet Service Representative. Your agency/organization may have additional restrictions for the use of the card.



Use the Card?

Topic: Fleet Card User Responsibilities

You have not taken a test for this topic.

Learning Objective:

After completing this topic, you should be able to

-identify what conditions must be met when using the fleet card.

This topic covers the following points:

-Fleet Card User Conditions

-Avoiding Inappropriate Use of the Fleet Card

-Card Security

-Regular Fleet Card Termination

Topic Type: Instruction

Duration: 6 minutes



Remember

As a fleet card user, remember that the total of a single procurement may be comprised of multiple items, but it cannot exceed the authorized single purchase limit in the Delegation of Authority.

Procurement requirements may not be split to make dollar amounts stay within the authorized single purchase limit.

Ethical Conduct



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Use your card ethically, and don't forget that it is your responsibility to keep the card in a secure place.



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Use your card ethically, and don't forget that it is your responsibility to keep the card in a secure place.

Card users should retain receipts for all purchases. Receipts should be given to the Fleet Manager daily.



Fleet Card User Responsibilities

Repetitive procurements shall be routinely rotated among various businesses and fair prices shall be obtained.

Any services procured over the counter must be immediately available.

**Prevent Any
Unauthorized Use**



Fleet Card User Responsibilities

Whether ordering by telephone, via the Internet or over the counter, the card user must inform the vendor that a tax-exempt card is being used. The tax-exempt number identifier is the first six digits of the account number. If state or local taxes are charged, the Fleet Manager must attempt to resolve the problem immediately.



Immediately report a lost or stolen card to your Fleet Manager or Fleet Service Representative and the card-issuing bank.



Question

Sam is at the service station getting gas and tires for two of his stations vehicles. While there, he realizes it is getting cold and his personal car is in need of tire replacement for the winter so he decides to buy an additional set of tires for his personal use.

Based on what you've learned so far, did Sam use his fleet card appropriately?

Yes

No

Choose the correct option and then select **Done**.

Done

In the previous scenario, Sam could face disciplinary action for using his card to make a personal purchase.



Restrictions

The card may only be used for fuel and maintenance of the VA-owned or leased vehicle to which it is assigned. It is not to be used for GSA leased vehicles, or any other procurement.



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The fleet card is for official use only. No personal procurements are allowed. If any personal purchases are made, disciplinary action may be taken. As set forth in the VA Standards of Conduct, disciplinary actions that may be considered are: Admonishment, Counseling, Reprimand, Demotion, Reassignment, Suspension, or Removal.

In all but the first two instances, the action would be an adverse action and would be subject to application laws, regulations, and policies.



Fleet Card User Responsibilities

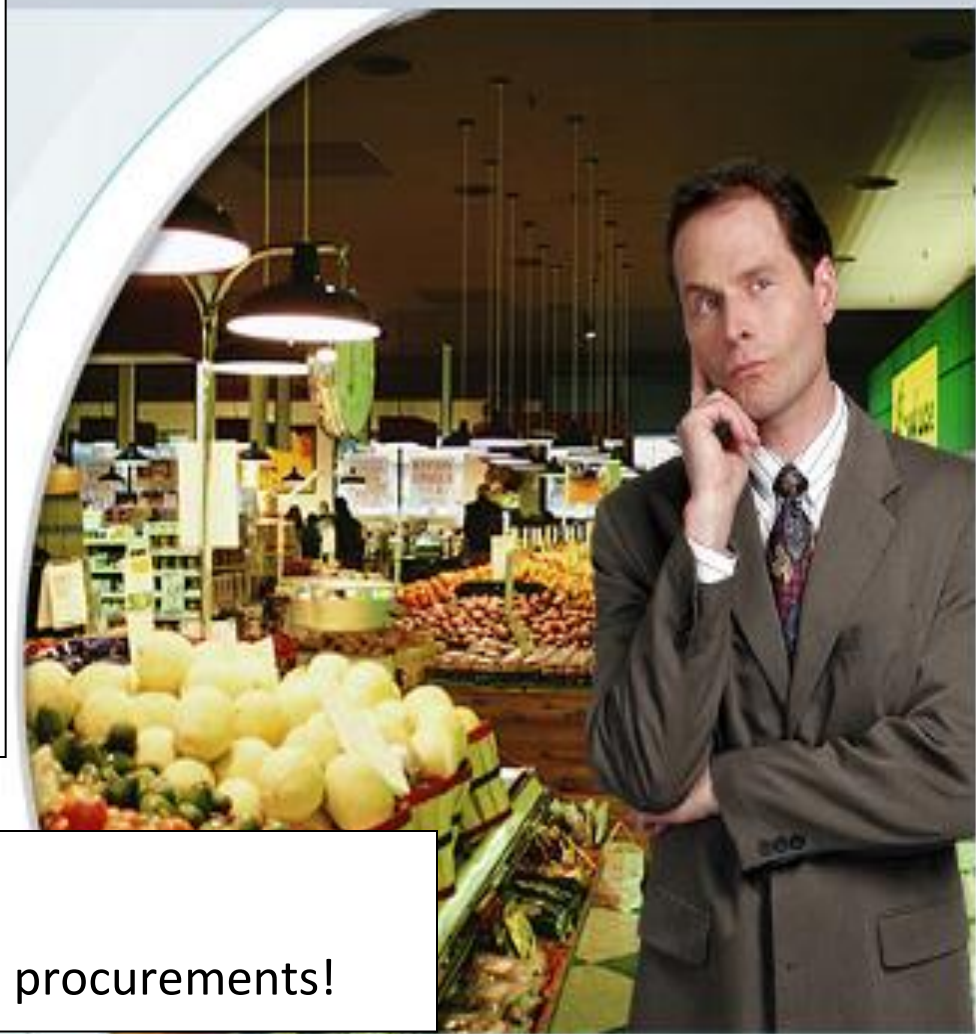
Personal Procurements

If personal procurements are made, the Billing Office will bill the employee the full cost of the procurements plus any administrative fees and debt collection fees, and take all actions necessary to collect the debt including salary offset.

Both the Billing Office and any other designated office reserve the right to unilaterally cancel a fleet card. If anyone suspects intentional misuse of a fleet card, they must immediately notify the Office of the Inspector general, the Approving Official, the Billing Office, the Facility Program Coordinator, and the Head of the Contracting Activity.

NOTE!!!

NEVER use the fleet card for personal procurements!



Fleet Card User Responsibilities

In the event of unauthorized or inappropriate procurements, the Billing Office will collect the amounts from the card user if the goods cannot be returned for full credit. The Billing Office will use all available collection methods including salary offset.



Consequences of Misuse

Intentional misuse of the fleet card for unauthorized purposes will be considered an attempt to commit fraud against the U.S. Government and will result in immediate cancellation of the Delegation of Authority.



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Disciplinary action may also be initiated under applicable VA or Government-wide administrative procedures. The penalties for fraudulent use of the fleet card include a fine of not more than \$10,000 or imprisonment for not more than five years or both, under 18 U.S.C. 287.



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The employee who initiates unauthorized transactions remains personally liable for procurements made with the card. In cases of unintentional misuse, the employee who receives the goods or services will be required to return the unauthorized procurements or reimburse the Government.



Fleet Card User Responsibilities

The Fleet Card product has the account number embossed on it and is designed so that it will not be confused with personal cards.

This card cannot be used for personal procurements! Any questions about proper procedures and use of the card should be directed to either the Fleet Manager, Procurement Office, or the Billing Office.



Since the fleet cards are not issued to individual employees:



The Fleet Card Program



Fleet Card User Responsibilities

Since the fleet cards are not issued to individual employees:

Fleet cards must be destroyed when the vehicle is no longer in service. Contact the card provider or call Customer Service to terminate the card account.

The facility Program Coordinator, or designee, and Fleet Manager shall take primary responsibility for closing accounts when vehicles are removed from service. Both should be present when the card is destroyed.



gram





End of Course

I certify I have reviewed the Fleet Card material and agree to abide by the directives herein.

Volunteer Printed Name:

Date of Training: _____

Volunteer Signature:
