Financial Policy

Volume XVI

Charge Card Program

Chapter 3

Fleet Charge Card

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0301 Overview

This chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures for the use of the VA fleet card. VA’s fleet cards are utilized for the purchase of fuel, maintenance, supplies, repairs and services for VA’s Government-owned or commercially leased vehicles. Vehicles leased through GSA have their own fleet card, and users must abide by the rules set by GSA for those specific cards.

VA’s Fleet Card Program is intended to reduce paperwork and administrative costs, while streamlining the payment process related to fuel, maintenance and repair costs for VA-owned and commercially leased vehicles.

Since the fleet cards are widely used across the VA Administrations, all offices must adhere to this policy and hold their employees responsible for any policy violations.

Key points covered in this chapter:

- The proper use of a VA fleet card;
- Training requirements for obtaining and maintaining operational use of a fleet card;
- Roles and responsibilities for Facility Fleet Managers (FFM), Approving Officials (AO), and Agency/Organization Program Coordinators (A/OPC);
- Establish internal controls for the use of “pool” cards; and
- Mandatory naming convention.

0302 Revisions

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<td>030502</td>
<td>Changed training to biennially.</td>
<td>OFP (047G)</td>
<td>Changed to match current practice.</td>
<td>April 2019</td>
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<td>030510</td>
<td>Updated Internal Controls language to match new language in XVI, Ch 1B</td>
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<td>030512</td>
<td>Inserted reference to OGC for ethics advice to match new language in XVI, Ch 1B</td>
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<td>Various</td>
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<td>OFP (047G)</td>
<td>Reorganized chapter layout</td>
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<td>Strengthened internal controls and updated language on accountability.</td>
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<td>030508</td>
<td>Added language regarding internal controls for “pool cards”.</td>
<td>OFP (047G)</td>
<td>“Pool” cards are being used without any established controls.</td>
<td>November 2018</td>
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<td>OFP (047G)</td>
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**0303 Definitions**

**Abuse** – Using a VA fleet card to purchase authorized and unauthorized items (e.g., price, quantity, personal use) that are excessive and/or questionable for Government and non-Government use.

**Charge Card Portal (CCP)** – VA’s internet-based system, which provides a variety of features intended to assist in the effective management of the Fleet Card Program, including training logs and electronic storage of supporting documents related to fleet card transactions.

**Electronic Access System (EAS)** – The charge card servicing bank’s internet-based system, which provides a variety of reports and assists in the effective management of the fleet card.

**Fleet Card** – A Government charge card used to purchase fuel and authorized repairs, maintenance, parts, or services for Government-owned or commercially leased vehicles, in support of official Government business.

**Fleet Card User (Card User)** – A VA employee or volunteer using the fleet card to purchase fuel and authorized repairs, parts, or services for VA-owned or commercially leased vehicles, in support of official Government business.

**Fraud** – Any felonious act of corruption, attempt to cheat the Government, and/or corrupt the Government’s agents. For the purposes of this guidance, use of VA fleet cards to transact business that is not sanctioned, not authorized, not in one’s official Government capacity, not for the purpose for which the card was issued, or not as a part of official Government business, are instances of fraud.
Internal Controls – Systematic measures which include periodic and continuous monitoring, checks and balances, policies, procedures, and segregation of duties implemented to reduce the risk of error, fraud, waste, and abuse.

Micro-purchase – An acquisition of supplies or services using simplified acquisition procedures, which does not exceed the micro-purchase threshold.

Pool Cards – A fleet card assigned to the VA facility and not a specific piece of equipment. This card is used to support pieces of equipment too small to justify having their own fleet card. Examples include, but are not limited to, snowblowers, lawn mowers, weed whackers, golf carts, and other small equipment often filled up using small gas cans.

Vehicle Operator – Any employee or volunteer who is required to operate a motor vehicle in order to properly carry out assigned duties.

Waste – Any activity taken with respect to a VA fleet card that fosters and/or results in unnecessary costs or other program inefficiencies.

0304 Roles and Responsibilities

The Assistant Secretary for Management/Chief Financial Officer (VA CFO) is responsible for the implementation, oversight, and management of the VA Fleet Card Program within the Department.

Financial Services Center (FSC) Charge Card Services Division is responsible for Government-wide oversight of all financial operation and program administration duties for the Government Charge Card Program and systems.

The Approving Official (AO) is responsible for recommending card limits (single purchase, monthly, quantity of transactions, etc.). The AO monitors the use of the VA fleet cards and ensures purchases by the vehicle operators are appropriate and within guidelines.

The Agency/Organization Program Coordinator (A/OPC) oversees the card program(s) for his or her agency/organization; establishes fleet card accounts in the servicing bank’s EAS; serves as a liaison between the facility and the servicing bank; provides on-going advice; reviews fleet card account activity; maintains necessary account information; monitors and tracks card program participants that violate policy; and ensures that the offices take appropriate action to address any instances of policy violations.

Level 1 A/OPC – The FSC Charge Card Services Division serves as the Level 1 A/OPC.
Level 2 A/OPC – Provides oversight of the Fleet Card Program at the Administration level for the Veterans Health Administration (VHA), National Cemetery Administration (NCA), and VA Central Office (VACO). This position provides technical advice and guidance to the lower-level A/OPCs and reports within 15 calendar days any policy violations and resulting corrective actions to the Level 1 A/OPC.

Level 3 A/OPC – When available, this person serves at the intermediate level between the Level 2 and Level 4 A/OPCs within his/her Administration. For example, this position is at the VISN level within VHA.

Level 4 A/OPC – are responsible for the following:

- Entering the fleet card account application in the servicing bank’s EAS;
- Monitoring and tracking policy violations and unauthorized commitments;
- Ensuring that supervisors take appropriate actions to address violations;
- Reporting violations and disciplinary actions to the next level A/OPC;
- Providing oversight of the VA Fleet Card Program at the station-level;
- Ensuring mandatory fleet card training is completed and up to date;
- Providing technical guidance for all fleet card users under his/her hierarchy;
- Analyzing the effectiveness, efficiency and productivity of the VA Fleet Card Program;
- Investigating potential violations and fraud indicators; and
- Managing and responding to external oversight organizations.

Facility Fleet Manager (FFM) is responsible for implementing the VA Fleet Card Program at the local level to ensure compliance with VA Financial Policy and the FAR.

The Vehicle Operator (VA employee or volunteer) is responsible for making authorized fleet card purchases in compliance with VA policy and federal regulations, maintaining vehicle trip logs, safeguarding the VA fleet card when in possession, entering the accurate odometer reading when prompted during fuel purchases, and providing purchase documentation to the FFM.

The Billing Officer is responsible for ensuring purchase limits are within established thresholds, establishing default accounting code strings for fleet cards, and collecting amounts from vehicle operators for inappropriate purchases.

0305 Policies

030501 General Policies

A. VA fleet cards will be used to purchase fuel, repairs, or maintenance services on VA-owned or commercially leased vehicles and motorized equipment, unless the vendor
does not accept the fleet card as a method of payment or the transaction amount exceeds the fleet card’s purchasing limits.

B. FFM s, fleet card users, AOs, and A/OPCs must comply with the requirements in OMB Circular A-123, Appendix B, Improving the Management of Government Charge Card Programs.

C. All VA program administrators, FFM s, fleet card users, AOs, and A/OPCs must ensure compliance with P. L. 112-194, “Government Charge Card Abuse Prevention Act of 2012”.

D. FFM s, AOs, and A/OPCs must fulfill the mandatory requirements prior to ordering a fleet card. This includes:

- Training; and
- Completion of approved Government-wide Fleet Card certification form (VA Form 0242a). See Appendix A.

E. VA will comply with the record retention requirements specified in National Archives and Records Administration (NARA) 410, General Schedule 6 and FAR subpart 4.805. Fleet card documents and receipts are required to be maintained for 6 years.

F. FFM s will upload supporting documentation for each VA fleet card transaction into the Charge Card Portal (CCP) system, when implemented.

G. According to P.L. 115-91, the micro purchase threshold may be raised up to $10,000 for goods and services, not subject to the Service Contract Labor Standards (SCLS) or the Wage Rate Requirements (Construction). Each Administrations and Staff Offices can establish the micro purchase limit for the individual fleet cards up to $10,000. To prevent fraud, this limit will be the minimum needed to meet the expected use of the card and must not exceed the micro-purchase threshold set by law.

H. VA fleet card transactions are exempt from state and local taxes for purchases made within the United States.

I. All VA fleet cards will follow VA fleet card account naming convention. See Appendix C.

030502 Mandatory Training

A. Before being allowed to operate a VA-owned or commercially leased vehicle, VA employees and volunteers must complete VA fleet card training as directed by the FSC and any additional training requirements assigned by their local facility.
B. Fleet card training can be found in VA’s web-based Talent Management System (TMS). All VA employees will complete the online training in TMS. Volunteers and non-VA employees without TMS access may review a printed copy of the VA fleet card training materials and certify to the FFM that the class has been successfully completed. The FFM will track the training status of all employee and volunteer fleet card users in CCP, when implemented.

C. Fleet card users, A/OPCs, AOs, and FFMs must take refresher training biennially. Failure to complete the required refresher training may result in:

- The revocation of duties as the A/OPC, AO, or FFM;
- Possible administrative or disciplinary actions; and/or
- Dismissal from volunteer assignments.

030503 Delegations of Authority

A. Government-wide Fleet Card Certification (VA Form 0242a) must be completed and approved before a fleet card can be issued and assigned to a vehicle.

B. The VA fleet card limit must be approved by a GS-15 or higher who has the procurement authority to approve Government fleet card limits.

C. Requests for new fleet card accounts must be electronically submitted by the Level 4 A/OPC through the servicing bank’s EAS. Once submitted, the account will be electronically routed for final approval to the Level 1 A/OPC at the FSC.

D. The Level 1 A/OPC will review and verify that VA Form 0242a is complete and that TMS training completion certificates for the corresponding A/OPC, AO, and FFM have been submitted, prior to electronic submittal of the fleet card application in the servicing bank’s EAS.

E. A new VA Form 0242a is required to be completed and submitted to the Level 1 A/OPC if any of the following changes occur to the account:

- Change in FFM;
- Change in AO or Alternate AO (if applicable); or
- Increasing the single purchase limit above the originally approved purchasing threshold.

030504 Vehicle Operator Statement of Understanding

A. A signed Statement of Understanding must be on file prior to operating a VA-owned or commercially leased vehicle. See Appendix B, Vehicle Operator Statement of Understanding.
B. The Vehicle Operator Statement of Understanding is an acknowledgement that the fleet card user understands and will obey the VA Fleet Card Program rules. VA employees and volunteers who are authorized to operate a VA owned or commercially leased vehicle are required to sign the form.

030505 Authority for Use

A. Use of the VA Fleet Card

1. VA will use the VA fleet card for VA-owned or commercially leased vehicles and motorized equipment only.

2. Users of a fleet card are responsible for not exceeding the micro-purchase threshold limit established for that card. Users will also ensure any limit set by statute, such as the Service Contract Labor Standards, is followed. For more information on micro-purchase thresholds please see Volume XVI, Chapter 1b, section 010502.

3. VA fleet cards will be used for purchases of fuel, maintenance, and the repair of VA-owned or commercially leased motor vehicles, when on-site repair by VA staff is not available.

4. VA fleet cards shall be assigned to VA-owned or commercially leased vehicles, and specific motorized equipment, not to individuals. The fleet card account shall be named the same as the corresponding fleet vehicle license plate or the motorized equipment’s unique identification number (e.g. serial number), and must be used solely to purchase goods or services for the VA-owned, commercially leased vehicle, or specific motorized equipment to which it is assigned.

B. Fleet Card Reconciliation

1. Reconciliations will verify the accuracy, reasonableness, appropriateness, and propriety of charges. All transactions must be timely reconciled by the FFM and approved by the AO in the servicing bank’s EAS or other VA-approved automated system.

2. FFM will verify that reconciliations are completed timely and that each transaction is correct by verifying that payment amounts and vendor information obtained from the servicing bank agree with records and receipts provided by vehicle operators.
3. FFMs will report any improper, incorrect, fraudulent, or duplicate payments to their AO and A/OPC promptly to ensure that the VA ultimately pays only for valid charges.

4. Unless more stringent guidelines are specified, FFMs and AOs will complete the reconciliation process no later than the 15th calendar day of the month following the billing cycle close date in the servicing bank’s EAS or other VA-approved automated system.

5. The AO is responsible for reviewing and approving the FFM’s reconciliation, and ensuring that purchases were made for valid business needs.

6. The AO, or another official designated by the Facility Director, will verify that the number of fleet cards at their facility complies with this policy each month. See 030510 Internal Controls.

7. FFMs are responsible for reporting billing discrepancies and disputing transactions in the servicing bank’s EAS within 60 calendar days from the date of the transaction.

8. FFMs will enter any purchase transactions into the GSA Fleet Management System (FedFMS) when the individual line item (level 3) information is not captured from the merchant.

**030506 Unauthorized Use**

A. Under no circumstances is the VA fleet card to be used for personal purchases or for GSA-leased vehicles.

B. The VA fleet card may not be used to pay for tolls. Tolls must be paid using the Travel Card, Government Purchase Card, or the employee may seek reimbursement depending on the circumstances. See Volume XIV, Chapter 7, Local Travel, for further guidance.

C. Operators of VA-owned or commercially leased vehicles and motorized equipment will not use a VA fleet card, or allow its use, for other than purposes authorized under this policy.

D. Any violation of VA approval requirements, spending limitations, internal controls, or prohibitions will be considered misuse of the card.

E. The VA fleet card may not be used to pay for any moving violation or traffic infraction. All moving violations and traffic infractions, which include, but are not limited to moving violations, speeding tickets, parking tickets, fines, etc., are the responsibility of the vehicle operator.
030507 Split Purchase Rules

A. A split purchase occurs when a card user divides a single purchase or requirement exceeding the micro-purchase threshold into two or more purchases or requirements so as not to exceed the micro-purchase threshold. See FAR 13.003(c)(2) for additional details.

B. A single purchase is the total value of the item(s) purchased at one time from a single vendor. A single purchase may not exceed the authorized single purchase threshold. Card users will not split purchases that, in total, exceed their single purchase threshold.

C. If the requirement is for an on-going repetitive order of goods or services and the total value of the requirement exceeds the micro-purchase threshold, the requirement for the goods or services should be communicated to the agency servicing contracting office for procurement. Card users must not modify a requirement into smaller parts to avoid formal contracting procedures.

D. Any card user or AO who makes or certifies a purchase exceeding his/her delegated or appointed level of authority has created an unauthorized commitment. Employees may be held personally liable for exceeding their delegated authority. See VA Directive and Handbook 7401.7, Unauthorized Commitments and Ratification for the process to follow in order to ratify an unauthorized commitment.

E. Card users and AOs who split purchases or commit an unauthorized purchase may be subject to disciplinary action and/or personal financial liability. See VA Handbook, 5021/18 Part II Chapter 1.

030508 Fleet “Pool” Cards

A. Authorized Use

Fleet “pool” cards may be used:

1. To procure maintenance and repair services for multiple non-license-plated pieces of small engine equipment, such as golf carts, snowmobiles, leaf blowers, all-terrain vehicles, chainsaws, trailers, and lawn mowers housed at the same location;

2. In situations where agencies have their own fueling stations to fuel the fleet vehicles, but require a mechanism to procure maintenance, repair services, and bulk fuel for the fueling stations;
3. To purchase propane used to fuel forklifts or similar small engine equipment; and

4. To purchase fuel for short term commercially-rented vehicles. Long term rented vehicles should have their own fleet card assigned. This does not include vehicles rented under any GSA programs, which will have their own GSA fuel cards provided.

B. Unauthorized Use

Fleet “pool” cards may not be used:

1. To service any license-plated fleet vehicle that has a standard fleet card otherwise assigned to it;

2. To purchase general fleet/garage supplies, such as hand cleaners, degreasers, paper towels, air fresheners, etc. Such items must be procured using another payment mechanism, such as a purchase card;

3. For any purchase over the micro-purchase threshold, or to make multiple (split) purchases in order to circumvent the micro-purchase threshold. Another payment method must be used to process transactions in excess of the micro-purchase threshold; and

4. For personal purchases or for GSA-leased vehicles.

C. Usage Logs for Pool Card Transactions

A usage log must be created and maintained for each fleet “pool” card. FFMs must review “pool” card usage logs each month and verify that signed receipts were collected for each transaction. FFMs are also responsible for ensuring the usage log is properly filled out for each transaction. Paper receipts are required for all “pool” card transactions. An employee, other than the fleet “pool” card user, must verify the purchase by legibly printing their full name and signing the receipt. At a minimum, the “pool” card usage log should capture the following information to be considered a reasonable audit trail:

- Date of use;
- Make and model of equipment;
- Serial or equipment number, if applicable;
- Fleet “pool” card user’s must write their first and last name, printed legibly;
- Before and after use odometer or hour meter reading when used for fueling or servicing a piece of equipment with an odometer or hour meter;
• Indicate whether the equipment was refueled (yes or no); and
• Indicate whether maintenance or repairs were performed (yes or no).

030509 Removing a Vehicle from Service

A. When a vehicle is taken out of service, the FFM will notify the A/OPC to cancel the card related to that vehicle within 3 business days.

B. The FFM shall surrender the card(s) to the A/OPC for proper closure in the servicing bank’s EAS and destruction.

030510 Internal Controls

A. Responsible officials in the Administrations and Staff Offices (as noted in section 0304) are accountable for ensuring compliance with the VA Fleet Card Program and for implementing internal controls over VA fleet card activities.

B. VA requires that the duties of the card user, AO, requesting official, and receiving official be segregated. No one person may order, receive, certify funds, and approve his/her own fleet card purchase.

C. An approving official or certifying official does not have the authority to approve or certify their own fleet card activities, that of an immediate family member, other close relative, or other individual whose relationship may create the appearance of a conflict of interest. To evaluate a potential conflict of interest, consider the prospect of personal relationship information being exposed to public scrutiny (see 5 C.F.R. 2635.501, Impartiality in Performing Official Duties).

D. Auditing of VA fleet card activities must be assigned to individuals independent of the fleet card process.

E. Employee conduct must meet the highest ethical standards. Each card user and AO has a duty to protect and conserve Government property and will use VA fleet cards only for authorized purposes. See Section 030510 Standards of Conduct. Employees may seek ethics advice from their regional counsel or an ethics official at the Office of General Counsel.

F. The AO, or another official designated by the Facility Director, must verify that each fleet card, except for one “pool” card, is assigned to a vehicle that is in use at their facility each month as part of the reconciliation process. Facilities are allowed one fleet card per vehicle, in addition to one “pool” card. Vehicles leased through GSA are not included and are separate from the VA issued fleet cards.
G. Program participants must comply with requests for information regarding purchases, audits, unauthorized commitments, or questionable transactions. Failure to reply to requests within the timeframe specified may result in the single purchase threshold being lowered to $1.

H. AOs must review spending thresholds and the need for cards annually in accordance with PL 112-194 and PL 115-91.

I. VA fleet cards must be safeguarded. When not in use, VA fleet cards must be stored in a secure location, such as a locked drawer, to protect against theft, loss, and forgery.

J. To evaluate the effectiveness of internal controls, AO’s and FSC will conduct reviews to:

- Ensure that purchases are supported with documentation, such as proof of receipt of ordered goods or services;
- Evaluate purchase transactions by program participant with prior policy transgressions to assure remediation actions are effective;
- Identify and examine potential split purchases;
- Analyze spending patterns to identify and report potential fraud, waste, and abuse;
- Identify and report unauthorized commitments; and
- Determine whether facilities are optimizing purchasing power and cost savings by utilizing strategic sourcing techniques.

030511 Standards of Conduct

The standards of ethical conduct for employees apply to VA fleet card users (Government employees and volunteers operating a VA-owned or commercially leased vehicle or equipment) and further state that employees may not solicit or accept any gratuity, gift, favor, entertainment, loan, or anything of monetary value from any party doing business with or seeking to obtain business with the VA (5 C.F.R. section 2635.202). Employees may seek ethics advice from their regional counsel or an ethics official at the Office of General Counsel (023).

030512 Violations of Policy

A. Any VA employee who knowingly misuses a fleet card may be prohibited from serving as a fleet card user or AO. The term misuse means:

- Splitting purchases;
- Exceeding applicable purchase card limits or thresholds;
- Purchasing unauthorized items;
• Using a fleet card without being an authorized fleet card user; or
• Violating ethics standards.

B. Intentional misuse of a VA fleet card may result in a bill of collection for funds that cannot be recouped, debt collection fees for additional manpower hours necessary to recover the improperly spent funds, disciplinary action, and criminal and/or civil actions. AOs and others who conspire with card users to misuse the card, commit fraud, and/or use their position of authority to cause misuse of the VA fleet card will also be subject to disciplinary and criminal and/or civil actions. At the discretion of the FSC Director, and/or the Office of Finance, cases may be referred to the VA Office of the Inspector General, or federal prosecutors for criminal charges. Any VA employee referred to the VA Office of Inspector General shall be prohibited from future use of a fleet card or serving as an AO.

C. Violations and subsequent actions must be reported to FSC (VAFSCChrgCardReview@va.gov). Supervisors may consider a range of consequences when misuse, fraud, repeated abuse, or direct violations of regulations or policy occur. Disciplinary actions, if taken, will be based upon the circumstances surrounding each instance and will be designed to ensure that the violations are not repeated. VA Handbook 5021/15, Part I, Appendix A (I-A-9, Nature of Offense 41), Employee-Management Relations (JULY 19, 2013), contains guidance on disciplinary actions related to the VA fleet card program. Disciplinary actions may include:

• Counseling – 1st offense or minor offenses;
• Refresher training – 1st offense or minor offenses;
• Reduction in account spending limits – 1st offense or minor offenses; applies to all serious violations;
• Bill of Collection – applies to inappropriate expenditure of funds that cannot be recouped;
• Revocation of authority – applies to all serious violations as well as repeated delinquency in timeliness standards;
• Suspension from duty (requires legal review) – Facility discretionary action; and
• Removal from duty (requires legal review) – Facility discretionary action.

D. Card users and AOs with three (3) or more policy violations in a twelve (12) month period may be removed from functioning as a card user or AO, and will be considered for disciplinary action.

0306 Authority and References

General Services Administration (GSA) SmartPay2 Master Contract.

OMB Circular A-123, Appendix B, Improving the Management of Government Charge
Card Programs.

Title 48, Chapter 8, Department of Veterans Affairs Acquisition Regulation.

5 C.F.R. 2635, Office of Government Ethics, Standards of Conduct for Executive Branch Employees.

48 C.F.R. Federal Acquisition Regulation (FAR).

US Bank EAS

PL 112-194 Government Charge Card Abuse Prevention Act of 2012

PL 115-91, Title XVIII, Government Purchase and Travel Cards

FAR 13.003 (c) 2

0307 Rescissions

Volume XVI, Chapter 3, Government Fleet Charge Card, November 2011

0308 Questions

Questions concerning these financial policies and procedures should be directed to the specific POC’s and formatted as follows using the group email. Do not use proper names.

VHA VHA CFO Accounting Policy (10A3A) (Outlook)
VBA VAVBAWAS/CO/FINREP (Outlook)
NCA NCA CAATS Finance Approvers (Outlook)
FSC Fleet Card Operations (Outlook)
All Others Charge Card Policy VACOchargc@va.gov
Appendix A: Governmentwide Fleet Card Certification Form

A. The FFM, AO, Alternate AO (if applicable), A/OPC, and Delegation of Authority must sign and date VA Form 0242a. Once all have signed, the form must be submitted to FSC Fleet Card Operations for Level 1 A/OPC signature and approval. The Level 1 A/OPC will return the completed form to the submitter for their records. The completed form will be retained and readily available at the FFM's office for as long as the corresponding fleet card account is open.

B. Copies of all re-delegations will be provided to the FSC Charge Card Services Division for recordkeeping. A copy of any re-delegation must be on file and retained for 6 years, indicating the proper delegating authority signatory.
Appendix B: Vehicle Operator Statement of Understanding

The VA Fleet Card Program is designed to improve purchases by streamlining the management of fuel and services that are purchased for VA-owned and commercially leased vehicles. I understand that I am authorized to use the fleet card only for those purchases necessary and reasonable for the vehicle it has been assigned to. I will abide by the instructions issued to me by the Department of Veterans Affairs (VA) and the Facility Fleet Manager (FFM) or his/her designee. I will receive prior authorization from the Facility Fleet Management on repairs that exceed $50.00. If the mileage is not shown on the fuel receipt, I will hand write the mileage on the fuel receipt. I will turn in all receipts, repair orders, and vehicle logs (VA-10-1281) during the first week of every month.

1. ______ I will adhere to all rules and regulations with respect to the VA Fleet Card Program.

2. ______ I will use the VA fleet card only for VA-owned or commercially leased vehicles. (GSA leased vehicles carry their own cards.)

3. ______ I will secure the keys and fleet card when not in use, in a locked storage area.

4. ______ I will ensure that the fuel receipts have the following: date of purchase, current mileage, number of gallons, cost per gallon, type of fuel, total cost, license plate number, and that all items are legible.

5. ______ I will report lost/stolen keys and/or VA fleet cards to the FFM immediately.

6. ______ I will complete all training as required and submit documentation to FFM as required.

7. ______ I acknowledge that I may be personally liable to the Government for the amount of an unauthorized transaction and may be subject to criminal prosecution for intentional misuse of the fleet card or the vehicle.

I also understand failure on my part to abide by these rules or other misuse of the fleet card may result in disciplinary and/or administrative action being taken against me. I also acknowledge that the A/OPC may revoke or suspend my VA fleet card privileges if I fail to abide by the terms of this agreement.

Note. If this agreement and TMS certificates are not on file, the driver may not operate a VA fleet vehicle.
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<th>Vehicle Operator Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Vehicle Operator Printed Name</td>
<td>Vehicle Operator Title and Service Area</td>
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Reference: VA Financial Policies and Procedures, Volume XVI, Chapter 3
Appendix C: Fleet Card Account Naming Convention

Charge Card Services Division (CCSD) has established a mandatory naming convention that must be used on all fleet card accounts. Standardizing the fleet card account naming convention is intended to help all fleet card program users easily locate and identify individual fleet card accounts in the serving bank’s EAS, CCP, and other internal reporting mechanisms.

Mandatory Naming Convention

A. First 2 characters: “VA”.

B. Remaining characters:

1. For fleet vehicles, insert the full fleet vehicle license plate number; and

2. For fleet “pool” cards, insert “POOL,” followed by the 3-digit station number.

C. DO NOT include any spaces, extra letters/numbers, or special characters between “VA” and the fleet vehicle license plate number or “POOL”:  

1. Example fleet vehicle card account name: VA123456 (VA + license plate number);

2. Example fleet “pool” card account name: VAPOOL104 (VA + POOL + 3-digit station number + station suffix if applicable); and


D. Third Line Embossing – this field is printed beneath the account name on the plastic fleet card:

1. For fleet vehicle card accounts, the 3rd line embossing field can be completed using a description of the fleet vehicle that the card is assigned to (i.e. 2010 Ford Explorer, Mobile Clinic, Chevy Passenger Van, etc.); and

2. For fleet “pool” card accounts, the 3rd line embossing field can be completed using a description of the small engine equipment that will be using the fleet “pool” card (i.e. golf cart, lawn mower, generator, fuel tank, ground equipment, etc.).