I. Purpose

Explains UNCW policy and procedures for acquiring and maintaining gas cards.

II. Scope

A. Applies to all university departments and affiliated entities owning or leasing motor vehicles or boats. This policy does not apply to UNCW Motor Fleet vehicles. Effective for FY09, the vendor for UNCW gas cards is Go-Gas. All other programs have been terminated and cards should be surrendered to the Purchasing Card Administrator, UNCW Purchasing Services.

B. "State" gas cards are provided for all UNCW Motor Fleet vehicles; therefore, university departments may not request gas cards for UNCW Motor Fleet vehicles under this procedure. See UNCW Policy 05.350 for use of gas cards while traveling via a UNCW Motor Fleet vehicle

III. Policy

A. Use of Gas Cards

Gas cards are available to university departments and affiliated programs (as noted in the scope section) for purchases of gasoline while on authorized university travel. A university department or affiliated program may request one gas card for each motor vehicle or boat owned or leased by that specific department. These gas cards may be used only when traveling via the leased or owned vehicle. These gas cards may not be used when travel is via a personal vehicle.

B. Contact with the Gas Card Company
UNCW’s Purchasing Card Administrator will contact the vendor to request new gas cards. In addition, Purchasing Card Administrator in Purchasing Services is responsible for all correspondence with the gas card company, including requests for additional cards, replacement cards, or cancellations.

C. Gas Card Charges

Charges incurred against these gas cards are paid against the appropriate departmental account.

IV. Procedures

A. Departmental Request for a Gas Card

The Department requesting a gas card should contact the Purchasing Card Administrator, UNCW Purchasing Services, and provide the following information:

1. Department name
2. Vehicle tag number, make, model, VIN
3. Number of cards needed
4. Names of Primary Cardholder and Backup Cardholder

B. Acquisition and Receipt of Card

Purchasing Card Administrator will contact the vendor to request the card. Gas cards will be sent to the attention of Purchasing Card Administrator, who will notify Primary Cardholder the card is ready for pickup.

C. Department Control of Gas Card

Gas cards should not be kept in the vehicle. The individual designated as the Primary Cardholder should issue the gas card to the driver at the beginning of each trip or designate an authorized period of use. At the completion of the trip or usage, the driver should return the gas card for safekeeping to the Primary Cardholder.

D. Departmental Verification of Gas Card Usage

After each use, drivers utilizing gas cards should submit any gas card receipts to the person designated as being responsible for the department’s gas cards. On a monthly basis, the accounting office will forward statements relating to the gas
card usage. It is the Primary Cardholder’s responsibility to ensure that the charges incurred were authorized, appropriate, and legitimate expenses in accordance with University policy and procedures.

E. Lost Cards

Cardholders must immediately report the loss of a gas card to both of the following:

1. Go Gas 866/712-5802

2. Purchasing Card Administrator, UNCW Purchasing Services, 910/962-3849 (leave message id after hours)

F. Other Functions Regarding the Use/Control of Gas Cards

The Purchasing Card Administrator is responsible for the following functions and should be contacted if questions arise:

1. Notifying departments that cards may be picked up

2. Maintaining a list of all gas cards and the departments utilizing these cards

3. Corresponding with the vendor cancellations, lost cards, replacements, etc., after notification from the department responsible for the card(s)

4. Obtaining old cards prior to issuance of new cards