The DPS Fuel Card

The Denver Public Schools has implemented a Fuel Card program. The Fuel Card is issued for the purpose of allowing individuals to obtain fuel for DPS vehicles and equipment. This section contains the Fuel Card Policies and Procedures for obtaining and using a DPS fuel card. If you have any questions, please E-mail Tim Gallegos at Tim.Gallegos@DPSk12.org

DPS Fuel Card Policies and Procedures

DPS FUEL CARD
NEW USER INTRODUCTION

PLEASE TAKE THE TIME TO READ AND UNDERSTAND THE PROCESS BEFORE YOU BEGIN USING THE CARD!
DPS Fuel Cards are the property of The Denver Public Schools, and are to be used for DPS vehicles and equipment only.
NEGLECT OR ABUSE OF THE CARD CAN AND WILL RESULT IN SEVERE CONSEQUENCES.
If you have any questions about the program, contact the Fuel Card Administrator at 720-423-4068
DPS Fuel Card

KEY CONTACTS
Tim Gallegos
Fuel Card Administrator
720-423-4068 Phone
Tim Gallegos@dpsk12.org
✓ Lost or Stolen Cards
✓ Policy/Procedure Questions
✓ To Change Vehicle Information
✓ To Obtain a Fuel Card
✓ To Terminate a Card

Bill Nobles
Fleet Manager
720-423-4063
william_nobles@dpsk12.org
DPS Fuel Card

OBTAINING A Fuel Card
GENERAL:
For the purposes of efficiency in administration and management, approved and trained departmental Fuel Card Users are authorized to access the DPS fuel system.

Applying For a Fuel Card:
Completed applications for a Fuel Card must be forwarded to the appropriate accounting office for approval.
Procedure for applying for a Card
2. After reading the Policies and Procedures and the User Agreement, complete the Application for a Fuel Card.
3. The Department Head or User’s supervisor approves Application for a Card.
4. The Director or User’s supervisor must sign the Application for Fuel Card and agree to the Fuel Card Agreement.
5. The original Application for a Fuel Card will be emailed to the Fuel Card Administrator in the Fleet Office.
6. The Fuel Card Administrator will review the Application, and if in order, will email the sender to come to the Fleet Office to accept the Card. The User’s supervisor will be required to sign for receipt of the Card and the Fuel Card Agreement. Cards will not be given to anyone other than the User’s supervisor or Department Head. The receipt will contain the fuel card, fuel card number and fuel card PIN.
7. The User’s supervisor, or Department Head, will then issue the card to the User requiring them to sign a Receipt of Fuel Card.
8. The Receipt of Fuel Card will be placed in the employee file.

EXCEPTIONS TO ANY OF THE FUEL CARD POLICIES AND PROCEDURES WILL REQUIRE WRITTEN APPROVAL FROM THE FLEET MANAGER.
DPS FUEL CARD

AGREEMENT
The Denver Public Schools is pleased to present you with the Fuel Card. It represents the District’s trust in you and your empowerment as a responsible employee of the District.

I, the undersigned, as a Fuel Card user and responsible party, agree to comply with the terms and conditions of this Agreement and all applicable DPS Policies and Procedures including but not limited to:

- Approved and Prohibited Use of the Card
- Reporting Lost or Stolen Cards

I acknowledge that I have read and understand the above-mentioned Policies and Procedures. I understand that the Fuel Card cannot be used for personal items and that the Card may only be used to acquire fuel for DPS vehicles and equipment. I understand that I am responsible for the security of the Fuel Card while in my possession. I understand that I am not responsible for unauthorized use of the Card. I further understand that improper use of the Fuel Card may result in disciplinary action, up to and including recommendation of termination. Should I use the Fuel Card or knowingly allow others to use the Fuel Card for fueling a non-DPS vehicle or for personal items, I authorize the District to deduct from my salary or from other monies owed me, an amount equal to the total of the personal use. I also agree to allow the Denver Public Schools to collect any amounts owed by me even if the District no longer employs me. I agree that the District has the right to charge me for any legal fees or collections cost for any amounts that I owe. I understand that the District may terminate my Fuel Card privileges at any time for any reason without giving me notice of such termination of privileges. I agree to notify my Supervisor immediately of any problems. I agree to return the Fuel Card immediately upon request.
# DPS FUEL CARD

## APPLICATION FOR FUEL CARD

<table>
<thead>
<tr>
<th>Vehicle Unit #</th>
<th>School Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Employee ID</td>
</tr>
<tr>
<td>Department</td>
<td>Department</td>
</tr>
</tbody>
</table>

### Required Card Limits

Please select one of the following Fuel Card Restriction Groups

<table>
<thead>
<tr>
<th>1 Transaction per Day</th>
<th>Authorized Only for Vehicle or School</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 1 Transaction per Day</td>
<td>Authorized for all Vehicles in Department</td>
</tr>
</tbody>
</table>

We, the undersigned, request the above employee be issued a Fuel Card based on the above information. We have read the Fuel Card Agreement and agree to all the terms and conditions stated therein.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed/Typed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director/Dept Head:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor/Responsible Party:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**DO NOT WRITE BELOW THIS LINE**

<table>
<thead>
<tr>
<th>Fleet Department Approval:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number:</td>
<td>PIN Number:</td>
</tr>
<tr>
<td>Supervisor receiving Card</td>
<td>Date:</td>
</tr>
</tbody>
</table>
DPS FUEL CARD
RECEIPT OF FUEL CARD

I, ____________________, have received a DPS fuel card, have received a copy of the Fuel Card Policies and Procedures. I agree to abide by the terms contained therein.

Employee Signature:____________________ Date:________

Supervisor issuing card to the Employee:____________________
DPS FUEL CARD

APPROVED AND PROHIBITED USES OF THE FUEL CARD

GENERAL:
The Fuel Card may be used for fuel not exceeding the established authorization controls set by the department for an individual Card. **THE CARD CANNOT BE USED FOR PERSONAL AND/OR UNAUTHORIZED FUEL.** **THE FUEL CARD IS NOT AUTHORIZED FOR USE IN PERSONAL VEHICLES EVEN IF USED FOR DPS BUSINESS.**

DPS FUEL CARD SERVICES

GENERAL:
The Fuel Card is to be used for obtaining fuel for DPS vehicles and equipment.

Procedure for Using the Fuel Card:

SUPERVISOR RESPONSIBILITIES

1. Supervisors requesting fuel cards for their employees are required to fill out an application for a fuel card and submit to the Fleet Office.
2. Approved applications, and fuel cards, are to be picked up and signed for in the Fleet Office by the supervisor of the employee receiving the fuel card.
3. Supervisors are responsible for issuing fuel cards to employees and requiring employees to sign for them prior to giving them the card.
4. Supervisors are to file the signed receipt, and approved application form, in the employee file.
5. Supervisors are responsible for maintaining security of the PIN numbers and providing them to employees who may forget them.
6. Supervisors are to email the Fuel Card Administrator in instances of reported defective cards. The employee can then report to the Fleet Office to have the defect investigated. The Fuel Card Administrator will coordinate the correction of the defect with the employee supervisor, emailing them the result of the correction.
7. Supervisors are responsible for taking disciplinary action on employees who abuse the fuel card and/or violate terms of use.

USER RESPONSIBILITIES

1. Fuel card users are to use their fuel card for refueling DPS equipment only.
2. Fuel card users are to use their card only.
3. Fuel card users are not to use anyone else’s card other than their own.
4. Fuel card users are to report to their supervisor should they forget or misplace their PIN number. PIN numbers will not be written, and are not to be written, on the fuel card.
5. Defective cards are to be reported to the employee supervisor.
**Fueling service vehicles:**

1. At the pump, insert fuel card in reader
2. Enter pin number
3. Enter vehicle or asset number. Three digit assets should be preceded with a zero.
4. Enter correct vehicle mileage
5. Enter pump number
6. Reader should say “Use Pump”
7. fuel vehicle
8. while fueling
   a) check engine oil level, fill as needed
   b) check transmission oil level
   c) Check coolant level
   d) Check windshield washer fluid level
   e) Visually inspect engine compartment. Any unusual circumstances need to be reported to the Fleet Office.
   f) Check registration and insurance once a week.
9. When completed fueling, return nozzle to the pump

**School Fueling:**

1. At the pump, insert fuel card in reader
2. Enter pin number
3. Enter school number. Three digit numbers should be preceded with a nine.
4. Enter pump number
5. Reader should say “Use Pump”
   No private vehicles allowed at the pump.
6. When completed fueling, return nozzle to the pump

**Spills:**

1. For Large Spills:
   a. Use spill barriers to contain fluid.
   b. Contact supervisor immediately.
2. For Small Spills:
   a. Use floor soak.
   b. Sweep up remnants before departing fuel island.
DPS FUEL CARD

REPORTING LOST OR STOLEN CARDS
GENERAL:
Authorized possession of a DPS fuel card represents a trust that the District has placed in the holder of that fuel card. It is the holder’s responsibility to maintain that trust by immediately reporting lost or stolen fuel cards to their supervisor.

DPS FUEL CARD
PURCHASING REVIEW AND CONTROL OF PURCHASES
GENERAL:
Control prior to Use
Use is controlled through a combination of controls and internal Policies and Procedures. The Fleet Office authorizes a card in the PetroVend computer authorizing transactions on a per unit basis, per Department basis, and/or per transaction basis prior to issuing.

Review/Management Reports Available
Reports are available to show fuel activity by Card, unit, and Department.

REVIEW PROCEDURES:
Daily Review
1. Daily, the Fuel Card Administrator will review various reports provided by the PetroVend system. The Fuel Card Administrator will note any unusual activity for a vehicle.
2. The Fleet Office compiles a daily log of fueling activity. Unusual activity will be further investigated and responsible parties contacted.

Random Reviews
1. The vehicle’s supervisor/responsible party may be reviewed on a random basis.
2. The Fuel Card Administrator or reviewer(s) from the appropriate accounting office will interview the vehicle’s supervisor/responsible party and/or their supervisor to ascertain the department’s level of compliance with DPS Policies and Procedures.

Personal and/or unauthorized purchases will result in immediate cancellation of the Fuel Card and potential personnel disciplinary action including but not limited to, repayment of fuel costs.