

CVA Fuel Card Guide

Ministry of SaskBuilds and Procurement
Maintained by: Operations and Service Delivery Division

Issued: June 2016
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Next review: June 2025

Purpose

This guide should be used to learn how to use a Central Vehicle Agency fuel card.

Background

Central Vehicle Agency (CVA) fuel cards are assigned to individual CVA units and are only to be used for that specific unit. These are credit cards with restrictions and can only be used under prescribed provisions. Cards are valid only for the purchase of fuel, a maximum of \$50 per day of supplies (e.g., windshield washer, wiper blades, etc.) and minor repairs.

Procedure

Card Security

To avoid fraudulent use of fuel cards, it is critical that the card be treated with the same care as normally afforded personal charge cards. Credit card receipts are to be retained by the vehicle coordinator for one year. As a driver, you are responsible for keeping your receipts and returning them with the vehicle.

Please ensure the safety of the fuel card. Do not leave the card loose in a vehicle exposed to public view and potential theft or exposed to direct sunlight, which could destroy the card.

Gasoline Usage

Most gasoline-engine vehicles require the use of regular-grade gasoline. Mid-grade or premium gasoline should only be used if stipulated in the Vehicle Manufacturer's Handbook.

Car Washes

Vehicle Operators are responsible for car washes and determining their frequency.

Pre-paid fuel

Some service stations require drivers to pre-pay for their fuel. If the amount of prepayment exceeds the value of fuel needed for the vehicle, then a refund must be issued to the credit card. Do not accept cash for overpayments. If cash receipt is unavoidable, immediately notify your CVA coordinator of the incident.

Provisions

Card Usage

CVA fuel cards must not be used in conjunction with membership dividends, reward points or air miles accrued or claimed by any employee. As mentioned above, fuel cards are only to be used to purchase fuel and \$50 or less of vehicle supplies per day. Personal purchases are not permitted with a CVA fuel card (e.g., snacks, drinks, cigarettes, etcetera).

Purchases for another vehicle

A CVA fuel card is only to be used for the CVA unit to which it has been assigned. The unit number of the CVA vehicle is shown on the card. Using a CVA fuel card to purchase fuel or other supplies for a unit other than the one it is assigned to is strictly prohibited. The fuel card is also not to be used to fill any client-owned equipment.

Supplies costing more than \$50

As previously stipulated, fuel cards can be charged a maximum of \$50 per day for purchasing supplies and minor repairs.

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Supplies and repairs costing more than \$50 should not be charged to the fuel card. An invoice needs to be issued to CVA for payment. CVA Operators have up to \$300 signing authority for minor repairs, diagnosis of concerns and routine maintenance. Suppliers receive payment/compensation for these services by invoicing CVA, rather than charging costs to the fuel card.

Fraud Prevention

Fraud, specifically pay-at-the-pump card-skimming scams, is increasingly common. The Central Vehicle Agency, along with our credit card supplier EFS, have some quick tips to prevent fraudulent activity on your CVA Fleet Card:

Secure Fleet Card and PIN

- Memorize the PIN number.
- When entering your PIN code, shield the entry of your PIN from anyone nearby.
- Ask for your receipt and keep it safe in an envelope/folder.
- Verify the purchase info along with the amount and date.
- Report stolen/lost credit cards immediately.
- Never let the card out of your sight during a transaction, and do not allow a cashier to handle your card.
- Do not write/attach your PIN number on your Fleet Card or write it down on paper that is stored with the Fleet Card.
- Proper storage of your card is crucial. While in use, ensure it is securely in your possession, and when not in use, store it in a locked safe. Remember to never store your card in a vehicle.
- Do not share another CVA vehicle's fuel card.

Fraud Prevention at the Pumps

- Look for a well-lit pump that is highly visible to the attendant.
- Check the security label on the pump. If it is missing or damaged, use another pump or go inside.
- Scan the pump for loose wires, ill-fitting components, pry marks on panel edges, etcetera.
- Inspect the card reader and keypad. Most skimming devices are installed inside the terminal, but some use overlays outside the reader.
- The keypad should be flush with the surrounding surface and not look overly large for the recesses. Jiggle the card reader, as some Bluetooth-enabled readers can be overlaid over existing readers.
- Compare the card reader and keypad to those on the adjacent pumps to ensure they look the same. Check if they have the same shape and amount of wear.

Fraud Protection on CVA Fleet Cards

- As card control measures, CVA Fleet Cards contain transaction limits such as what can be purchased, where the purchase can be made, transaction limits and the number of transactions allowed.
- Pool type use vehicles do not store in a common area that is not secured such as, wall boards, cabinets.
- Detailed reports are generated on demand and at regular intervals to prevent fraudulent activity.

NOTE: Fraudulent use of a CVA fuel card is a criminal offence and may result in severe penalties

Alternative options if your Fleet card is not available

- Drivers use cash or their own credit/debit card, which will be reimbursed by submitting a completed CVA-Reimbursement-Request-Form.pdf (saskatchewan.ca) which can be found in TaskRoom. Reimbursements are typically issued within a week from receipt of the Reimbursement Form.
- If need be, travelling employees can apply for a Temporary Travel Advance or a Permanent Standing Advance through their ministry, so they have funds available for out-of-pocket expenses. Temporary Travel Advances are

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reconciled at the end of each trip. Permanent Standing Advances are reconciled periodically throughout the year and at year end.

- Please note that government Purchase Cards (P-Card) cannot be used to purchase fuel for a CVA vehicle.

Contact Information

1. Fleet Card Coordinator
Contact: 1-306-798-0418
Email: fleetcard.cva@gov.sk.ca
2. License/Credit Card Clerk
Contact: 1-306-787-6909
Email: treena.shiplett2@gov.sk.ca