

Paying for Fuel and Maintenance for University Owned Vehicles

The following guidelines must be used when paying for fuel, maintenance, and other expenses for WVU/WVURC owned vehicles that weigh one (1) ton or less. For vehicles over one (1) ton, please contact WVU Transportation.

If you have any questions related to this program, please email fleetmaintenance@mail.wvu.edu. For information on obtaining a fleet vehicle or policies and procedures on the fleet program, please visit WVU Transportation's website at: <https://transportation.wvu.edu/fleet-management>

Paying for Fuel for WVU Owned Vehicles One Ton or Less:

Each WVU owned vehicle that weighs one (1) ton or less must be refueled by using the ARI fuel card. The card must only be used for fuel for WVU owned vehicles. Wiper fluid, oil, car washes, and other vehicle expenses must be purchased through the guidelines listed in the *Paying for Maintenance Expenses* section below.

At no time can the card be used for personal fuel purchases or non-fleet vehicle business purchases (i.e. office supplies, hotel costs, memberships, etc.).

How to Use the Card:

- Each WVU-owned vehicle is assigned an ARI fuel card. The ARI fuel card tied to the vehicle must be stored in the vehicle.
- Only authorized drivers should have access to the vehicle.
- Each driver must be set up with a unique PIN before he/she can refuel the vehicle. To set up a new driver or for if an existing driver has forgotten his/her PIN, please contact fleetmaintenance@mail.wvu.edu.
- Each driver must sign the Fuel Card User Agreement before operating the vehicle. The signed agreement must be sent to fleetmaintenance@mail.wvu.edu.
- Drivers will be prompted to input their PIN and the odometer reading at the pump. Drivers must input the accurate odometer reading.
- Regular gas (or diesel if applicable) should be used – not premium.
- WVU will receive a monthly statement from ARI to pay for all fuel expenses.
 - The department responsible for the vehicle has provided a funding string to be used to charge each fuel transaction for that applicable vehicle.
 - Procurement, Contracting & Payment Services will process the payment to ARI and charge each vehicle's department for its usage for the month.
 - The fee imposed by the State of WV to operate the ARI program will be charged to each applicable department.
 - The monthly statement will be provided to the department responsible for the vehicle for their records.

- The department responsible for the vehicle must review the usage on a quarterly basis to ensure the usage is appropriate.

Paying for Fuel for WVURC Owned Vehicles:

The WVURC Fleet Card through US Bank must be used to pay for fuel and maintenance expenses for WVURC-owned vehicles. The Fleet card must only be used for fuel for WVURC owned vehicles. At no time can the card be used for personal fuel purchases (including filling a personal vehicle while out on business travel) or for non-fleet vehicle business purchases (i.e. office supplies, hotel costs, etc.)

Each WVURC Fleet Card is tied to a specific contact person who will be responsible for maintaining a log of who has used the card and reconciling the charges in MyExpenses. For information on reconciling transactions in MyExpenses, please visit:

<https://procurement.wvu.edu/employees/pcard/myexpenses>

How to Use the Card:

- Each Fleet Card is tied to a specific WVURC owned vehicle. The card must be stored in the vehicle.
- Only authorized drivers should have access to the vehicle.
- Drivers will be asked to enter an odometer reading (if the fuel station has that capability). If the fuel station does not have that capability, the odometer reading must be documented in the “Notes” field for that transaction in MyExpenses.
- If using the card to pay for fleet expenses other than fuel (i.e. oil, wiper fluid), the driver may be required to enter an odometer reading inside the station. The driver can simply enter all 0’s. **This should only be in cases where the driver is paying for an item other than fuel.
- Drivers who use the fleet card are responsible for providing an itemized receipt and business purpose to the contact person assigned to the card.
- The contact person will reconcile the charges in MyExpenses and include the receipt, business purpose, and document the driver who used the card.
- The EBO must review the usage on a quarterly basis to ensure the usage is appropriate.

Paying for Fuel for a Non-WVU/WVURC Owned Vehicle

Certain WVU/WVURC PCards may be set up for fleet purchases where there is a specific business reason for a PCard rather than the ARI card or WVURC Fleet card. A justification for the need for the card must be provided to PCPS PCard Administration.

In those instances, the employee using the WVU/WVURC PCard must follow all the WVU/WVURC PCard Manual.

Paying for Fuel for a WVU/WVURC Owned Vehicle Over One Ton

Vehicles over one ton are typically not part of the ARI program. Fuel for these vehicles must be purchased through either the Petrovend card for the onsite fuel pumps or using a designated PCard.

If a PCard is used, a business purpose must be noted when reconciling the transaction in MyExpenses, including who used the PCard and which vehicle was filled.

Paying Maintenance Expenses for WVU Owned Vehicles:

To the extent possible, maintenance and repair should go through WVU Transportation. During non-working hours, emergencies, or when not possible to contact WVU Transportation, drivers should contact ARI via phone at 1-800-CAR-CARE.

Car washes for vehicles one ton or less should be purchased using the ARI card. Car washes should not go on the PCard. Sound judgment should be used when determining the frequency in which the vehicle needs washed.

Maintenance and/or parts are not permitted to be paid on the Pcard, Marketplace, or reimbursement. All expenses related to the WVU owned vehicles must go through WVU Transportation/ARI program.

Paying Maintenance Expenses for WVURC Owned Vehicles:

All maintenance expenses for WVURC-owned vehicles should be paid using the assigned WVURC Fleet Card. All expenses must be reconciled in MyExpenses by the Fleet Contact assigned to that vehicle. For information on reconciling transactions in MyExpenses, please visit: <https://procurement.wvu.edu/employees/pcard/myexpenses>