MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania
Governor's Office

Subject:	***Number:***
Fuel Card Invoice Processing	310.32 Amended
Date:	***By Direction of:***
February 12, 2020	Jen Swails, Secretary of the Budget
Contact Agency: Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management (BAFM), Telephone 717-787-6496	

This directive establishes policy, responsibilities, and procedures for monthly processing of Fuel Card invoices and allocation of monthly billing cycle charges. This amendment changes the reference to the card to Fuel Card; standardizes the policy for all agencies within the Scope of this directive; updates the Commonwealth organizational hierarchy for operational and billing purposes; changes the monthly billing cycle; and requires agencies to maintain accurate and valid SAP account assignment coding.

1. PURPOSE. To provide policy, responsibilities, and procedures for monthly processing of Fuel Card invoices and allocation of monthly billing cycle charges.

2. SCOPE. This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction or other agencies of the Commonwealth subject to The Administrative Code of 1929 (71 P.S. §§ 51-732) (hereinafter referred to as "agencies"). Reference *Management Directive 615.16, Commonwealth Fleet Policy,* for additional information.

3. OBJECTIVE. To identify each agency's roles and responsibilities for processing of the monthly Fuel Card invoices and allocation of monthly billing cycle charges.

4. DEFINITIONS.

a. Automotive Liaison. An employee who acts as the primary contact between an agency and BVM in any matters relative to the Commonwealth Fleet Vehicles.

b. BVM. The Department of General Services' Bureau of Vehicle Management.

c. Commonwealth Fleet Vehicle. All Commonwealth-owned vehicles monitored or maintained under the supervision of the Department of General Services.

d. **Detailed Transaction File**. Record of individual Fuel Card transactions occurring within the Monthly Billing Cycle. This file provides the support for the invoice and the allocation of costs to the agencies.

e. **Fuel Card.** The credit card provided to an Operator of a Commonwealth Fleet Vehicle, which shall only be used to purchase fuel and for necessary minor expenses for the assigned Commonwealth Fleet Vehicle to which it is assigned.

f. **Fuel Card Online Management System.** The vendor's online reporting system.

g. **Level 4 Accounts.** The fourth level in the Commonwealth's organizational hierarchy that defines the agency for operational and billing purposes. A Level 4 Account generally has multiple Fuel Cards assigned to it.

h. **Monthly Billing Cycle.** The period begins on the 1st day of the month and runs through the end of the month for which Fuel Card transactions are accumulated and charged to the Commonwealth. The cycle may contain prior months transactions.

i. **Product Code.** A two-digit code used by the vendor to classify the type of goods or services paid for by the Fuel Card. The Product Code/SAP Account Code Crosswalk Table establishes the general ledger account to which the payment will be charged in SAP.

j. **Purchasing Fund.** The internal service fund that finances the purchase of materials, supplies, services and equipment by the Department of General Services and Executive Offices for use by other departments, boards and commissions.

5. POLICY.

a. In accordance with *Management Directive 615.16, Commonwealth Fleet Policy* and *Manual 615.3, Commonwealth Fleet Procedures Manual,* the BVM shall administer the vendor contract and administer the card program for all Fuel Cards assigned to its Commonwealth Fleet Vehicles, and the Department of Transportation (PennDOT) shall administer the Fuel Card program for all Fuel Cards assigned to its employees.

b. Monthly billing cycle charges must be reviewed and approved within 30 days of the cycle end date and disputed items must be filed with the vendor within 60 days of the cycle end date.

c. Monthly payments to the card issuer will be made centrally from the Purchasing Fund and charged to the SAP accounting code assigned in the fuel card online management system or to a default SAP accounting code for each agency. **All agencies are required to maintain accurate and valid SAP account assignment coding within the fuel card online management system.**

6. RESPONSIBILITIES.

a. Agencies shall:

(1) Appoint an Automotive Liaison and/or financial personnel.

(2) Perform routine validity reviews of agency SAP account coding assignments within the fuel card online management system.

(3) Inform BVM of:

(a) Any new card requests;

(b) Card cancellations; and

(c) Changes in a card's SAP accounting coding.

NOTE: PennDOT is exempt from this requirement since PennDOT administers the Fuel Card program for Fuel Cards assigned to its employees. The Pennsylvania State Police shall only follow (b) and (c).

(4) Use the Fuel Card to pay for fuel and necessary minor expenses for the Commonwealth Fleet Vehicle to which it is assigned in accordance with *Management Directive 615.16, Commonwealth Fleet Policy.*

(5) Review and verify the propriety and accuracy of costs charged to Fuel Cards using the fuel card online management system within 30 days of the cycle.

(6) Notify BVM of any disputed items within 60 days of the cycle end date.

(7) In SAP, review and verify the propriety and accuracy of monthly Fuel Card charges posted and ensure availability of funds.

(a) Monitor transactions posting to the agency default accounting code and make adjustments where necessary.

(b) Ensure same day correction of SAP intermediate documents (IDOC) errors upon notification by the Office of Budget, Office of Comptroller Operations, Bureau of Quality Assurance.

b. Department of General Services, Bureau of Vehicle Management and the Department of Transportation shall:

(1) Create, modify, or delete Level 4 Accounts in the fuel card online management system.

(2) Create and assign new Fuel Cards in the fuel card online management system.

(3) Maintain Fuel Card assignments and validated SAP account coding information in the fuel card online management system, which includes Level 4 SAP coding used for incentives/promotional activity.

(4) Terminate discontinued Fuel Cards in the fuel card online management system.

(5) Train and assist agency staff on the use of the fuel card online management system and SAP to manage and approve Fuel Card charges.

(6) Work with the Fuel card vendor to resolve disputed charges when notified by the agencies.

c. Office of Administration, Office of Information Technology (OA/OIT) shall receive the monthly detailed transaction file from the vendor, decrypt the file, and place the file on a designated server for BAFM access.

d. Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management shall:

(1) Maintain the Product Code/SAP Account Code Crosswalk Table when errors have been identified on the detailed transaction file or notified by the vendor and work with the Bureau of Integrated Enterprise Systems (IES) to update.

(2) Reconcile the detailed transaction file to the vendor's remittance advice to verify agency totals.

(3) Upon confirmation that the totals in Section 6(d)(2) agree, place the detailed transaction file in a transfer folder to be accessed by IES.

(4) Enter the monthly Fuel Card invoice into SAP to initiate payment to the vendor.

(5) Provide incentive/promotional activity SAP coding to BVM as required.

(6) Use default coding when necessary to maintain contractual speed of pay discount.

e. Office of Administration, Bureau of Integrated Enterprise System shall:

(1) Process the interface to post the monthly detailed transaction file, creating the cost allocation entry in SAP.

(2) Maintain and provide access to a webservice for validating the account assignment coding established in the fuel card online management system.

7. PROCEDURES.

a. Office of Administration, Office of Information Technology receives an encrypted detailed transaction file of Fuel Card charges from the vendor on the first business day of each month that contains the charges for the previous month. OA/OIT decrypts the file and places it on a shared server.

b. Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management:

(1) Reconciles the detailed transaction file to the vendor's remittance advice to verify agency totals.

(2) Upon confirmation that the totals agree, places the detailed transaction file in a transfer folder to be accessed by IES.

c. Office of Administration, Bureau of Integrated Enterprise System:

(1) Receives the detailed transaction file and processes the interface to create a cost allocation to post the charges to the designated agency accounts and transfer funds to the Purchasing Fund.

(2) Creates an invoice of monthly detailed transaction files.

This directive replaces, in its entirety, *Management Directive 310.32* dated July 20, 2009.