



Florida Fish and Wildlife Conservation Commission
Interim Policy Memorandum
IPM 2022-01

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and Wildlife
Conservation
Commission**

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*Managing fish and wildlife
resources for their long-term
well-being and the benefit
of people.*

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To: All FWC Staff
From: Eric Sutton, Executive Director
Date: September 15, 2022
Subject: State Purchasing Card (PCard) Usage for Rental Vehicle Fuel Purchase

This Interim Policy Memorandum (IPM) establishes the policies, procedures, and usage of an Accountholder's PCard to purchase fuel for a rental vehicle.

New Allowable PCard Usage for Rental Vehicle Fuel

A PCard may be used to purchase fuel for a rental vehicle, while on official travel status for state business.

- The PCard must not be used to purchase fuel for FWC owned fleet vehicles or equipment.
- A PCard must not be used to purchase fuel for a personally owned vehicle (POV) at any time.

Documentation Requirements

When a PCard is used to purchase fuel for a rental vehicle, the Accountholder must complete a Voucher for Reimbursement of Travel Expenses form ([Form C676](#)) regardless of whether reimbursement is due.

- Fuel purchases must be identified on the back of Form C676 as paid by PCard in the State of Florida Purchasing Card section.
- The Works transaction number (TXN00---) must also be provided on the back of Form C676 in the description field.
- The Accountholder must obtain an itemized fuel receipt for all rental vehicle fuel purchases. Receipts must show the name and address of the vendor, date and time of purchase, price per gallon, quantity of fuel, and total cost.
- The Accountholder must obtain an itemized vehicle rental receipt from the vendor that clearly shows the dates of the rental and number of miles driven.
- If original receipts are not obtained, a [Replacement Receipt Form](#) stating all the above information must be completed and submitted.

Documentation Submission for Works

- Rental agreement number and "Fuel" (Ex: RA#--- Fuel) must be entered in the Description field for each fuel charge.
- Rental agreement number and "Rental Vehicle" (Ex: RA#--- Rental Vehicle) must be entered in the Description field for rental vehicle charge.
- Dates of travel (Ex: MMDD-MMDD) must be entered in the Notes field (ODN).
- Object code 261038 must be used for both rental vehicle and fuel transactions.
- Form C676, vehicle rental receipt, fuel receipts, and all documentation related to the dates of travel must be attached to each fuel and rental vehicle transaction in Works.

Documentation Submission for Invoice Tracking System

If travel reimbursement is due to traveler, [Form C676](#), vehicle rental receipt, fuel receipts, and all documentation related to the dates of travel must be submitted within 5 days of return to official headquarters via the [Invoice Tracking System](#) (ITS).

New Process for Auditing of Transactions

PCard Approvers will review the fuel receipts, vehicle rental receipt, and Form C676 to ensure the travel was for official FWC business.

FBO Accountants will perform a transaction audit of fuel purchases by comparing the purchase in Works to the associated Form C676 and its supporting documentation.

Disciplinary Actions for Misuse of PCard

Misuse or abuse of the PCard is a violation of FWC's IMPP 6.1 Standards of Discipline. Failure to follow these procedures may result in the revocation of an Accountholder's authorization to purchase fuel on the PCard and/or disciplinary action, up to and including termination.

This policy shall remain in effect until modified or rescinded.

Thomas H.
Eason

Digitally signed by
Thomas H. Eason
Date: 2022.09.15
08:01:32 -04'00'

Eric Sutton, Executive Director or Designee

Date: 09/15/2022