



Administrative Procedure

Category:	Procedure:	
Fiscal Management	Fuel Purchasing	
Descriptor Code:	Issued Date:	Revised Date:
AP-D-230-2	June 2015	

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2 It is necessary for the Knox County Schools to maintain a fuel purchase program to manage fuel for the
3 school system’s fleet of vehicles and power equipment. This procedure is applicable to the purchase of fuel
4 for all system owned and/or operated equipment including the vehicles and power equipment purchased and
5 maintained for use at individual schools.
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7 Fuel purchased by or through the Knox County Schools (KCS) shall be used for authorized official business
8 only. Personal use of fuel purchased by the KCS is prohibited; including fuel for personal vehicles or other
9 non-district owned or operated vehicles or equipment. Fuel for all KCS vehicles shall be purchased from
10 sites participating in the district’s fueling system by using fuel cards which have unique identifiers.
11 Procurement of fuel by any other means is prohibited and will result in disciplinary action.
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13 The KCS fuel purchase program consists of two distinct fuel cards, each with its own operational purpose.
14 The primary fuel card is for purchase of fuel for passenger-carrying vehicles with unique identification
15 numbers (i.e. Vehicle Identification Numbers). The primary card will be embossed with vehicle make,
16 vehicle model, and the last four digits of the VIN#.
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18 The secondary fuel card is for fuel purchase of fuel for mobile or auxiliary fuel tanks either trailer mounted
19 or affixed to passenger-carrying vehicles, power equipment, landscape equipment and other similar items.
20 The secondary card will be embossed “For Equipment Use Only” and remain with the associated passenger
21 carrying vehicle.
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23 When feasible, primary cards shall be issued to vehicles and restricted to use with the vehicle to which it
24 was issued.
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26 Where the potential for misuse or unauthorized access to the card is present, primary cards shall be issued
27 to individual KCS employees who are authorized to purchase fuel (i.e. leased vehicles).
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29 The business manager is the authorizing official for issuance of KCS fuel cards and personal identification
30 numbers (PIN). To obtain a fuel card and/or PIN, the KCS fuel card request form must be completed and
31 submitted to the business manager for review and approval. Supervisors will not issue cards/PINS until they
32 have received the signed approval form from the business manager.
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34 Supervisors, in coordination with the business manager, will establish authorization controls for the fuel
35 purchase programs. These limits will include maximum gallons/dollars of fuel allowed per vehicle, per
36 purchase, per day and per week.
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38 1. To use the fuel purchasing system, an employee must:
39 a) Have access to: a vehicle-specific fuel card which stays in the vehicle, a secondary card used to
40 fill mobile or auxiliary fuel tanks which stays in the primary passenger vehicle, or a card issued
41 in the individual employee’s name.
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- b) Have a valid Knox County Schools address.
 - c) Have a unique employee's unique identifier (PIN) assigned by their supervisor and approved by the business manager.
 - d) Enter the employee's unique identifier (PIN) and the vehicle's correct odometer reading as required at the fuel pump-This is a critical step since the odometer reading is key to the software that is used to track the KCS fleet. Intentionally entering or repeatedly entering inaccurate odometer readings will result in disciplinary action and may lead to employee termination.
 - e) Use the secondary embossed "For Equipment Use Only" to fill mobile or auxiliary fuel tanks. A separate card show be assigned and used for each tank.
 - f) Purchase only regular unleaded fuel or diesel fuel as may be required.
 - g) Turn the receipt into the employee's supervisor (or supervisor's designee) by close of next business day.
 - i. Fuel receipts must include: employee name, signature, odometer reading and vehicle number
 - ii. If the employee misplaces a receipt, they will be responsible for retrieving a copy of the receipt promptly.
2. Each driver will be assigned a unique identifier. This identifier can be used by the individual with any card on the account. PINs will not be written on the card. PINs are not to be shared. Compromised PINs must be cancelled immediately.
 3. If a card is lost or stolen, it will be cancelled immediately.
 4. If a vehicle is transferred, sold, or surplused, the card will be cancelled immediately.
 5. Transfer tanks will be used to fill power equipment, vehicles (including fire trucks) assigned to schools that only require minimal amounts of fuel, power equipment, lawn maintenance equipment and other similar items.
 6. When using the transfer tanks for dispensing fuel at KCS sites, operators are required to maintain the KCS fuel log (KCS form #...) documenting the dispensing of fuel at the sites. The fuel log will be submitted at the end of each month to the business manager.
 7. Employees who do not provide all required information on a receipt will be responsible for the amount of that purchase. If an employee fails to provide accurate and complete information more than two times, their card may be deactivated and they may lose the ability to operate a Knox County Schools vehicle.
 8. Supervisors of employees assigned KCS vehicles or power equipment will notify the business manager of employee termination within 24 hours. If an employee has been issued a fuel card, the card will be turned in to the business manager within that same time period. The business manager will notify vendor that the card and/or PIN is to be deactivated.
 9. Supervisors of employees assigned KCS vehicles or power equipment will notify the business manager of employee termination within 24 hours. If an employee has been issued a fuel card, the card will be turned in to the business manager within that same time period. The business manager will notify vendor that the card and/or PIN is to be deactivated.
 10. The business manager will audit departmental fuel statements monthly.

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11. The business manager will verify that pricing is calculated at cost plus markup solution based upon the OPIS report for the given month, as specified in the current contract.

12. Random checks will be made to ensure each card is in the correctly assigned vehicle to preserve the integrity of the fuel transaction data. The supervisor will verify that they have performed the check to the business manager and report any findings.

This procedure does not pertain to student activity funds. For more information regarding the procurement of fuel with student activity funds, please see the Board of Education Electronic Commerce Policies and Procedures Manual or contact the Supervisor of Student Activity Funds.