# Fleet Card Policy

[PUR010]

| | | |
|---|---|---|
| Department | : | Finance |
| Owner | : | Chief Financial Officer (CFO) |
| Responsible for update | : | Director: Procurement and Payment Services (PPS) |
| Review cycle | : | 3 years, or as required |
| Previous update | : | New policy, formalising current processes & procedures |
| Current update | : | September 2025 |
| Approved by | : | University Executive |

# Fleet Card

## Contents

## Acronyms

| CFO | Chief Financial Officer |
|---|---|
| HOD | Head of Department |
| PASS | Professional, Administrative & Support Services |
| PCARD | UCT Purchasing Card |
| PPS | Procurement and Payments Services, a division of the Finance Department |

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# 1. Objective

The objective is to:

- establish policies and procedures for the use of Fleet Cards,
- define authorised users eligible to receive and use Fleet Cards,
- support fuel and maintenance transactions for UCT-owned and leased vehicles,
- streamline expense management related to vehicle operations, and
- enhance operational efficiency in the management of UCT's vehicle fleet.

# 2. Scope

This policy applies to all purchases made using UCT Fleet Cards by authorised individuals for fuel and maintenance of UCT-owned or leased vehicles. Each vehicle is assigned a specific Fleet Card, which may only be used for that vehicle.

*It does not apply to personal vehicles or any purchases made outside the authorised use of the Fleet Card.*

# 3. Applicable to

This policy applies to all fuel and maintenance purchases made using a Fleet Card by **authorised individuals**, as designated by their respective departments or units. Each UCT-owned or leased vehicle will be assigned a **specific Fleet Card**, which may only be used for transactions related to that vehicle. While a single vehicle may have multiple authorised drivers, **each driver must be formally approved** by the relevant line manager and must comply with the provisions of this policy.

*The policy is applicable regardless of location, provided the transaction is made using a UCT-issued Fleet Card.*

## 4. Definitions

| Term | Description |
|---|---|
| Authorised drivers | Individuals designated as authorised drivers by their respective departments. |
| Vehicle assignment | Assignment of a UCT-owned or leased vehicle to a specific Fleet Card. The card can only be used for that vehicle. |
| Multiple drivers | A single vehicle may have multiple authorised drivers, provided they are all approved by the relevant line manager and comply to the policy. |

## 5. Policy

- **The principles contained in the UCT PCard policy [PUR002] apply equally to the UCT Fleet Card policy.**
- The Fleet Card must only be used for the specific vehicle to which it is assigned, as indicated on the card.
- UCT Fleet Cards may only be used for expenses directly related to the operation of the designated UCT-owned or leased vehicle. This includes:
  - Fuel purchases (petrol, diesel, oil top-ups, and other essential lubricants) at authorised fuel stations.
  - Toll road fees incurred during official travel.
  - Vehicle maintenance and repair services at approved service providers.
- Fleet Cards must not be used for:
  - Personal expenses
  - Non-vehicle-related purchases
  - Cash withdrawals
- All requests from departments or units must comply with the following approval hierarchy.

| Fleet Card limit | Required Sign off by |
|---|---|
| Up to R30,000 | Line Manager, Finance Manager and HOD |
| R30,001 – R100,000 | Line Manager, Finance Manager, HOD **and** Director: Procurement & Payment Services (PPS) |

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| Fleet Card limit | Required Sign off by |
|---|---|
| Above R100,000 | Line Manager, Finance Manager, HOD **and** <br><br> Director: Procurement & Payment Services (PPS), **and** <br><br> Chief Financial Officer (CFO) |

# 6. Roles and responsibilities

## 6.1 Authorised drivers

- Using the Fleet Card only for the specific vehicle to which it is assigned.
- Keeping the Fleet Card secure at all times and not sharing it with unauthorised individuals.
- Protecting the Fleet Card PIN and ensuring it remains confidential.
- Limiting expenses to fuel, lubricants, tolls, and approved maintenance services.
- Obtaining prior approval from their line manager for maintenance and minor repairs, where such transactions are permitted by the card profile.
- Validating that the odometer reading on the fuel slip matches the vehicle's actual odometer reading at the time of refuelling.
- Maintaining an accurate logbook or equivalent record of trip details, odometer readings, and refuelling dates for audit and governance purposes.
- Retaining all receipts and submitting them electronically for processing.
- Submitting all fuel slips and supporting documents monthly to the designated department or administrative office for reconciliation and audit.
- Practising efficient refuelling by filling the tank, especially when the fuel level is below half, to minimise transaction fees and support vehicle usage tracking.
- Safeguarding the Fleet Card while in use and ensuring it is never left in the vehicle or unattended.
- Covering the replacement cost if the card is lost, misplaced, or stolen while in their possession.
- Reporting lost or stolen cards immediately to their Line Manager, Finance Manager, and PCard Admin.

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## 6.2 Line managers

- Authorising drivers to use the Fleet Card, ensuring eligibility criteria are met.
- Submitting formal requests for Fleet Cards to PCard Administration, including all required documentation and justification.
- Ensuring that authorised drivers are aware of and understand the Fleet Card policy.
- Providing prior approval for maintenance and minor repairs where permitted by the card profile.
- Reviewing Fleet Card statements regularly to monitor fuel consumption, maintenance expenses, and overall usage patterns.
- Signing off on monthly Fleet Card expenditure to confirm accuracy and compliance.
- Identifying any irregularities or suspicious transactions and reporting them to the Finance Manager and PCard Admin.
- Initiating appropriate disciplinary action against individuals who misuse the Fleet Card or fail to comply with policy.

## 6.2 Finance Managers

- Approving Fleet Card issuance based on documented justification and operational need.
- Monitoring and periodically reviewing:
    - The need for each Fleet Card and its associated limits.
    - The total number of Fleet Cards in circulation to ensure alignment with fleet size and operational demands.
    - Fleet Card transactions to ensure compliance with policy.
- Reconciling Fleet Card statements to ensure accurate and complete processing.
- Identifying and investigating any irregularities, including unauthorised use, misuse of funds, or discrepancies in submitted records such as fuel slips.
- Ensuring that Line Managers sign off on Fleet Card expenses monthly and following up on any outstanding approvals.
- Reassigning or deactivating Fleet Cards that are no longer required due to changes in fleet composition or operational needs.
- Maintaining oversight of Fleet Card expenditure to ensure responsible usage.
- Quarterly reports to Line Manager based on the review of unusual transactions.
- Providing periodic reports to senior management to support accountability and good governance.

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## 6.3 PCard Administration

- Managing the centralised application and issuance process for Fleet Cards.
- Issuing Fleet Cards to designated authorised drivers upon approval.
- Maintaining accurate records of authorised users and the vehicles assigned to each Fleet Card.
- Liaising with the Bank regarding all aspects of the Fleet Card programme.
- Obtaining daily and monthly transaction files from the Bank for reconciliation and review.
- Facilitating the upload and review of expenditure related to Fleet Card transactions.
- Following up on suspicious transactions or irregularities reported on Fleet Cards.
- Identifying and recommending improvements to Fleet Card policy and procedures to enhance efficiency, compliance, and governance.

## 6.4 Risk Management

- Investigate and respond to reports of fraudulent activity.

## 7. Non-compliance

- Non-compliance may result in
  o Financial liability for the losses incurred.
  o Revocation of card privileges, and future use of UCT Fleet Cards.
  o Mandatory training.
  o Disciplinary action, up to and including dismissal.
- Non-compliance must be reported to PCard Administration immediately when discovered.
- Suspected fraud must be reported to Risk Management.

# 8. Related legislation, policies, guidelines and practices

This includes but is not limited to:

- PCard [PUR002]
- Delegation of Authorities [GEN002]
- Mileage claims [PAY004]
- Reimbursements [PAY005]
- Purchasing [PUR003]
- Purchasing Thresholds [PPP002]

# 9. Implementation responsibility

The HOD is responsible for ensuring all policies and procedures are communicated to and implemented by the responsible individual(s), including research staff. The Faculty/PASS finance manager has to ensure reasonable controls exist to support the implementation of policies.

# 10.   Contact

PCard Administration

Fnd-Pcard@uct.ac.za

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