

About Fuel Card

As part of an ongoing consolidation of preferred supplier arrangements, the Texas Southern University has negotiated a fuel card arrangement. This sole supplier arrangement is with Office of Vehicle Fleet Management (OVFM) who provides a Comdata/TransMontaigne fuel card.

Advantages of the Comdata/TransMontaigne fuel card solution for the University are:

- Petrol prices at a negotiated discounted pump price for ULP (including E10), PULP, Diesel, and LPG.
- Single, electronic invoices, minimum of monthly.
- Comdata/TransMontaigne has the largest number (and range of locations) of outlets nationwide.

Comdata/TransMontaigne fuel card are designed for use by a ray of different companies. The University currently has approximately 50 cars. Details of the University vehicle fleet can be obtained by contacting the University Fleet Coordinator, Mr. Jake Lambert III on 713-313-1834, or by email, lambertj@tsu.edu.

In accordance with the University agreement, the University fuel card **does not have to be signed**. Please ignore the signature block on the back of the card.

The majority of Comdata/TransMontaigne Fuel Cards issued to University vehicles contain information such as the car registration details, transactions and drivers' information, against which the card has been issued. Every department will be responsible for fuel expenses, which the charges will be allocated.

Convenience/Access

Comdata/TransMontaigne fuel card gives you access to nationwide network, with over 133,000 MasterCard Fleet merchant locations. This includes 600,000 card acceptance locations where, at the program manager's discretion, cardholders can also pay for maintenance, parts, supplies, tires and repairs.

A detailed guide of all locations can be found in the Fuel Card Location on request basis by Fleet Coordinator.

With your Comdata/TransMontaigne fuel card, you are entitled to purchase:

- unleaded petrol (ULP);
- unleaded (E10)
- Premium ULP (where required)
- diesel fuel (if appropriate);

New Cars and the Comdata/TransMontaigne

All new cars delivered to Vehicle Operations will have a new Fuel Card supplied.

New vehicles (plant/Trailer) details not being purchased via Vehicle Operations should be provided directly to lambertj@tsu.edu. Other information to be provided at this time is:

- Vehicle registration number;
- Department/Area and Budget code
- University designated agent and/or contact/location details of the operator of the vehicle.

Collection of Cards

Vehicle Operations will notify you on receipt of replacement Fuel Cards.

Your card will be ready for collection from Vehicle Operation, located at General Services Building, 3443 Blodgett Street.

Having a Second Fuel Card

Why does the University want to use the one brand of fuel card?

- To maximize discounts through high volume purchasing
- To have a single database of all cars on Campus.
- Odometer information can prompt reporting for vehicle servicing, disposal and fuel consumption etc.
- The odometer reading prompt will, over a period of time, become intelligent enough for the operator at the Point of Sale, to query the provision of the information for accuracy based on the usage.
- Minimize card fees
- Detailed Management Information (eg Pricing)
- Electronic Invoicing

What Service Stations Will Accept the Fuel Card

Over 130,000 locations nationally will accept the Comdata/TransMontaigne Fuel Card, including:

- Mastercard Fleet Merchant Location nation wide

Working in remote areas

Staff working in remote locations on field trips etc may not have the option of using the Comdata/TransMontaigne Fuel Card because other oil companies may not accept the card. Please check the Comdata/TransMontaigne Location Guide on the following site for the locations of service stations accepting the card supplied by Fleet Coordinator.

Consideration will be given to separate arrangements being made (via Vehicle Operations) in these instances. It may be that a range of alternatives have to be considered for example, the TSU Purchase Card, an invoice arrangement, vouchers, another vendors card etc.

Please e-mail your requirements to your designated agent or to lambertj@tsu.edu Vehicle Operations will then review and discuss the best arrangements to suit your needs in conjunction with your designated agent.

Point of Sale Procedures

At the point of sale **you must**:

- Provide the cashier/fuel station with your fuel card
- Provide the current, accurate odometer reading and driver's identification number at the prompting of the cashier/fuel station.

Charges Relating to the Comdata/TransMontaigne Fuel Card

There will be no charges levied against the University for:

- Cancellation of a card

- Replacement of lost/stolen cards
- Replacement of active cards

Lost or Stolen Cards

The 24 hour lost or stolen card hotline number is 713-313-1834. You lost or stolen Fuel Card will be replaced and will be sent to the University Fleet Coordinator, who will contact you or your designated agent via email that the card had arrived.

If you are travelling away from Houston you should:

- Report lost or stolen cards via e-mail the University Fleet Coordinator at lambertj@tsu.edu or phone (713) 313-1834, or contact your designated agent.
- Explain that you are away from Houston surrounding areas

Reporting/Payment of Invoices

The University receives electronically:

- Invoices detailing Comdata/TransMontaigne expenses per vehicle (identifier will be vehicle registration number).
- A range of information on petrol usage, miles travelled etc
- If you have been charged fuel expenses incorrectly, please notify Vehicle Operations for correction

This information is used to enable better management of our fuel expenses, facilitate a single, monthly payment for all fuel purchases, and system creation of Journal Entries for the Fleet Focus software to manage the expenses. This will remove the numerous accounts payable claims that are raised each month for fuel expenditure.

Frequently Asked Questions

Q1. What information is required by Vehicle Operations when we request a new fuel card?

A1. We will require a contact name, phone number vehicle registration number, budget/account code and department.

Q2. Does my fuel card have to be signed?

A2. No. Please ignore the signature block on the back of the cards.

Q3. How do I report a lost or stolen card?

A3. The 24 hour lost or stolen card hotline number is 713-313-1834. Simply phone the hotline and explain your situation to the fleet coordinator. Vehicle Operations will conveniently make arrangement to replace card.

Q4. How long does it take to get a new card?

A4. Your fuel card will be received by Vehicle Operations within 2-3 business days.

Q5. Do I have to change over existing fuel cards to get a replacement card?

A5. Yes.

Q6. Do I have to keep the receipts issued at the Point of Sale?

A6. Yes. It is necessary to retain any receipts.

Q7. What Service Stations can I use my Card at?

A7. You can use your card at any MasterCard Fleet merchant locations.

Q8. What price does the University pay for petrol?

A8. For Unleaded, Diesel and LPG fuels, the University will be paying a discounted pump price negotiated through the Council on Competitive Government (CCG)/Comdata Corporation and TransMontaigne Service Agreement.

Q9. How will my new vehicle get a fuel card?

A9. A new fuel card will be ordered by University Fleet Services when your vehicle arrives. The card will be ready for collection within 3-4 days.

Q10. How long will my current fuel card stay valid for?

A10. The Fuel cards will be automatically updated and renewed on expiration.

Q11. Where do I collect the Fuel cards?

A11. Please collect your Fuel cards from Vehicle Operations located at General Service Building on Blodgett Street (same building as the University Police Department and Facilities Department).