



## 1. Overview

- 1.1. This policy applies guidelines and requirements to drivers of vehicles owned by OMES CAM Fleet Management (FM). However, many processes are applicable to all state agencies. State agencies authorized to own vehicles must comply with the guidelines issued for [OMES Form CP036](#).
- 1.2. Comdata provides the criteria for statewide acceptability throughout Oklahoma and neighboring states at any fuel location that accepts Master Card as a payment method for fuel, maintenance and other vehicle-related purchases.

## 2. Account maintenance

- 2.1. FM holds one account for all Fleet Cards of all FM leasing customers. Unless otherwise authorized, all inquiries and concerns must be presented to FM directly.
- 2.2. Fleet Card fuel transactions are billed to agencies monthly with the payment due within 30 days.

## 3. Fuel purchases

- 3.1. Drivers are only permitted to fuel vehicles:
  - 3.1.1. Primarily, whenever possible with the appropriate alternative fuel (E-10, E-85, CNG, LPG, etc.).
  - 3.1.2. Secondarily, with regular, unleaded, 100% gasoline fuel (unless otherwise required by a vehicle manufacturer, the purchase of unleaded plus and premium fuel is not permitted).
- 3.2. A driver should not wait until fuel levels are critical before fueling, especially in the winter and summer seasons.
- 3.3. State agencies are exempt from the federal motor fuel excise tax. To avoid paying federal motor fuel excise taxes, drivers are required to fuel at Level 3 fuel sites. Level 3 gas stations do not include the federal motor fuel excise tax in the transaction and provide essential transaction details. **Note:** A receipt received at the pump from a Level 3 gas station lists fuel tax; however, the federal motor fuel excise tax is credited back.
- 3.4. Level 3 fuel sites can be identified:
  - 3.4.1. On the [OMES CAM Fleet Management Driver Resources Fueling & Charging Stations page](#). To find alternative fuel stations (E-10, E-85, CNG, LPG, etc.), search the U.S. Department of Energy's [Alternative Fueling Station Locator](#).
  - 3.4.2. By calling the toll-free number on the back of the Fleet Card (refer to Section 6.1) to provide location information to a customer service representative and receive fuel site data in the vicinity of your reported location.
  - 3.4.3. By swiping the card prior to fueling: **If the driver is not prompted to enter a PIN and odometer reading, it is not a Level 3 gas station, or it may be a Level 2 pump (refer to Section 7.2).**
- 3.5. Drivers are required to enter **accurate odometer** readings when charging fuel to the Fleet Card.
- 3.6. Drivers are not permitted to use the Fleet Card assigned to a specific vehicle to fuel any other vehicles.
- 3.7. Review receipts at time of purchase for accurate odometer entries, fuel type and gallons pumped. If there are any errors, notify the clerk and make corrections before leaving the station.
- 3.8. If the driver pumps at a non-Level 3 gas station, the federal motor fuel excise tax will be charged. To recover funds used to pay the federal motor fuel excise tax, agencies may claim a refund from the IRS ([IRS Form 8849](#)).

#### 4. Vehicle-related purchases

- 4.1. State agencies are exempt from Oklahoma sales tax.
- 4.2. Drivers are required to inform the clerk or service provider at the time of purchase that all charges are exempt from sales tax. The Tax Exempt number is printed on the face of the Fleet Card. **Note:** As a Fleet Card fraud prevention measure, it is required by the state purchase card administrator that a clerk or service provider not be allowed to make a copy of the Fleet Card. If requested, provide the clerk or service provider with a copy of the [Sales Tax Exemption letter](#), which is in each vehicles glove compartment.



- 4.3. If a transaction charge includes sales tax, a driver must:
  - 4.3.1. Request a refund from the merchant (immediately or upon return to the store).
  - 4.3.2. Provide copies of the original and refunded receipts to FM (refer to Section 4.6).
- 4.4. It is recommended that vehicle parts and accessories be purchased through providers listed in [SW0307M](#). At the time of purchase, a driver must request state pricing only when driving an FM vehicle and presenting the Fleet Card.
- 4.5. Not all part locations are identified with the fleet-related merchant commodity code (MCC), which causes the card to be declined. If no vehicle-oriented business (e.g., NAPA Auto Parts or O'Reilly Auto Parts) is reasonably available, and purchase must be made from a general store, call FM (or the approved fleet administrator for the agency that owns the card, if not OMES) to receive a one-time override authorization. **Be sure to ask for a sales tax exemption prior to completing the transaction** (refer to Section 4.2).
- 4.6. All repairs and services, parts and accessories acquisitions must be made in accordance with the [OMES Fleet Management Service Procedures](#) or by calling FM Service & Accidents at 405-521-2204.
- 4.7. Acquisition of parts, permanent accessories and services that are considered by FM as enhancements must be preapproved regardless of value; if approved by FM Service, cost will be billed to agencies on their monthly OMES invoice.
- 4.8. Review receipts at time of purchase for accuracy of items purchased and sales tax exemption. If there are any errors, notify the clerk and make corrections before leaving the service station.
- 4.9. All invoices (itemized service detail and copy of receipt) for services, parts and accessories for FM-owned vehicles must be submitted to FM Service, regardless of value (refer to section 4.6), by end of the next business day. It must include the driver's name, agency name and number, vehicle number, and odometer reading at the time of service, all written legibly.
- 4.10. To recover the funds used to pay sales tax, the agency is responsible for contacting the vendor and obtaining a credit invoice to be processed against Comdata in a future billing period.
- 4.11. Drivers are not permitted to use the Fleet Card assigned to a specific vehicle to purchase parts and accessories for any other vehicles.

## 5. Vehicle service

- 5.1. Service shall be performed and Fleet Card shall be used in accordance with the [OMES Fleet Management Service Procedures](#).
- 5.2. Obtain a garage estimate for the service to be performed prior to commencement of work:
  - 5.2.1. Sales tax (refer to section 4.2).
  - 5.2.2. Estimates: State of Oklahoma needs to be listed as the owner of record (e.g., State of Oklahoma OMES CAM FM or State of Oklahoma [agency name]).
  - 5.2.3. Authorization must be obtained through FM **prior to** commencement of the work by calling 405-521-2204 when necessitated as listed in the [OMES Fleet Management Service Procedures](#).
  - 5.2.4. Not all service locations are identified with the fleet-related merchant commodity code (MCC), which causes the card to be declined. If no vehicle-oriented business (e.g., NAPA auto Parts or O-Reilly Auto Parts) is reasonably available, and purchase must be made from a general store, call FM (or the approved fleet administrator for the agency that owns the card, if not OMES) to receive a one-time override authorization. **Be sure to ask for a sales tax exemption prior to completing the transaction** (refer to Section 4.2).
- 5.3. OMES leased vehicles are authorized one car wash per month, not to exceed \$25. Vehicle detailing requires prior authorization from the fleet administrator of the leasing agency, and notification of approval must be sent to FM. Agencies will be billed for amounts exceeding the allowed \$25 car wash per month.
- 5.4. Drivers are not permitted to use the Fleet Card assigned to a specific vehicle to service any other vehicles.

## 6. Lost Fleet Card

- 6.1. Follow these steps if the Fleet Card is suspected to be lost:
  - 6.1.1. Check the most likely places:
    - 6.1.1.1. Check the key pouch, visors, storage compartments, armrest, glove compartment, floor and under and between seats.
    - 6.1.1.2. Search through your purse, wallet, suitcase or wardrobe.
    - 6.1.1.3. Contact the most recent driver, if applicable.
  - 6.1.2. If the card is still lost, call FM at 405-521-2204 or 405-521-2838 to deactivate it.
    - 6.1.2.1. Once FM orders a new card, the old card is deactivated.
    - 6.1.2.2. If an old card is found, mail it to FM.
- 6.2. Measures to avoid losing the Fleet Card:
  - 6.2.1. Always keep it in the key pouch.
  - 6.2.2. Keep the key pouch attached to a vehicle key ring.

## 7. Reasons for which the Fleet Card does not work

- 7.1. The gas station is not a Level 3 gas station.
  - 7.1.1. Call FM and provide your location information to determine closest Level 3 gas station. **Do not pay for fuel out of your pocket if card has been declined, as FM does not reimburse.**
- 7.2. If the gas station is an authorized Level 3 gas station but the pump rejects the Fleet Card or does not request a PIN and odometer reading entry (refer to Section 3.4.3), the gas station is a Level 3 gas station but some of the pumps might be Level 2:
  - 7.2.1. Ask gas station personnel to identify which pump is a Level 3 pump.

- 7.2.2. Check to see if a different pump accepts the card.
- 7.2.3. Call FM at 405-521-2204 to resolve the issue.
- 7.3. If there is a problem with the Level 3 gas station terminal on the pump or the gas station overall:
  - 7.3.1. Ask gas station personnel to identify which pump is fully operational.
  - 7.3.2. Enter the gas station to complete the transaction with the cashier.
  - 7.3.3. If no other gas station is available, call FM at 405-521-2204 for assistance in resolving your issue.
- 7.4. Fleet Card has been blocked because:
  - 7.4.1. A driver has made multiple unsuccessful card swipes in a day and Comdata has issued a fraud alert and blocked the card.
  - 7.4.2. A driver has repeatedly fueled at a non-Level 3 gas station.
    - 7.4.2.1. Reimbursement for any out-of-pocket funds will be the responsibility of the leasing agency (the State of Oklahoma is exempt from the federal motor fuel excise tax at the following rates per gallon: \$0.184 for unleaded and \$0.244 for diesel).
  - 7.4.3. An agency's payments to the FM are overdue (30 days per OAC: 260:75-1-5(e)).
    - 7.4.3.1. A driver must call the agency's accounts payable department to request resolution.
    - 7.4.3.2. The agency may call FM and conduct a P-card payment for the overdue balance by phone.
  - 7.4.4. An agency made unauthorized purchases (e.g., parking fees or perishable accessories such as air fresheners).