

**UNM FLEET CARD
PURCHASES**

Department completes internal request for Card

This request contains the information the Fleet Card Administrator needs to order a Card from the bank. It also contains internal information such as internal UNM default account #, department information, a statement that the department Dean, Director/Dept Head and the vehicle's supervisor/responsible party agree to the Fleet Card Agreement.

The application for Fleet Card is routed through the appropriate Accounting Office for approval of the internal UNM default account number.

Each UNM employee who is not the vehicle's supervisor and who will use the F-Card may be required by the vehicle supervisor to sign a Fleet Card Agreement. These agreements are for the protection of departments with multiple vehicle users and will remain in the department and are not to be forwarded with the application.

Fleet Card Administrator

The Fleet Card Administrator completes the paper work necessary to order the Fleet Card from the bank and sets up all internal files.

When the Administrator receives the Fleet Card, the vehicle's supervisor/responsible party will pick up the Card and sign the Fleet Card Agreement.

UNM Employee

The UNM employee uses the F-Card to purchase fuel or car wash and may be required by the department to enter the information on a Transaction Log. The supplier either electronically or via phone call to Visa requests an authorization for the order. Visa checks the preset authorization parameters established for the Card and either approves the transaction or declines it.

Receipts

All receipts are turned in with the vehicle's keys to the vehicle's supervisor/responsible party.

Fleet Card Administrator uploads files to Accounts Payable 10 days after transaction

The Fleet Card Administrator will upload transactions that are 10 days past the transaction post date to Accounts Payable on a daily basis. As part of the upload process, the program will review all reallocations. Reallocations made to unapproved account numbers will be changed back to the default account number and will be reported on an exception file. The vehicle's responsible department head will be notified of any exceptions.

Accounts Payable pays bank and uploads internal charges to the FRS reporting system

The UNM Accounts Payable software controls the statement verification and upload to FRS.

Vehicle's supervisor/responsible party compares monthly bank statement with Receipts, FRS

Each vehicle's supervisor/responsible party will receive a monthly billing statement from the bank. Upon receipt of the billing statement, the supervisor/responsible party will compare the billing statement to the receipts and will reconcile the billing statement. Any discrepancies should be noted and if unresolved within or by the department, a Fleet Card Statement of Disputed Item is sent to the Fleet Card Administrator.

Accounts Payable will receive a monthly corporate billing statement that will list activity for all Fleet Cards. The vehicle's supervisor/responsible party will not send their billing statement to Accounts Payable.

Vehicle's supervisor/responsible party files monthly statement and receipts

The vehicle's supervisor/responsible party will file the reconciled statement and receipts by monthly billing cycle. The supervisor/responsible party will forward the files by billing cycle to the Fleet Card Administrator on a monthly basis

PVS role

The PVS software contains files with information on our account and on each individual F-Card. This is where the reporting hierarchy resides, the default account number associated with each Card, approved account numbers for each Card and other information pertinent to UNM. Transaction data from the processor is electronically transferred to PVS which in turn adds information from each vehicle file and passes the combined information to UNM.