**Section 5040.540 Vendor Fleet Cards**

a) CMS approved Vendor Fleet Cards are utilized for outside purchases of full tanks of fuel. Prior to using a Vendor Fleet Card for repairs and maintenance, State entities must receive prior CMS approval. Exceptions to this requirement are minor repairs and services, including lube, oil, and filter; windshield wiper replacements; light bulbs and headlights; and vehicle washes. Additionally, emergency towing and/or emergency tire repair are approved purchases. Emergency repairs and maintenance require approval by CMS the next business day.

b) Any State employee involved in the unauthorized use of a Vendor Fleet Card may be subject to discipline or criminal prosecution, or both.

c) Agency Vehicle Coordinators/Vehicle Use Officers are responsible for ordering Vendor Fleet Cards and for maintaining inventory control of Vendor Fleet Cards for agency equipment, utilizing CMS' vendor on-line systems and formats.

d) Personal Identification Numbers (PIN) for Vendor Fleet Cards are required for accountability and to prevent theft and abuse. A PIN is required for each vehicle or driver that maximizes the vendor's system security capabilities.

e) Drivers are responsible for recording accurate mileage information on all Vendor Fleet Card transactions.

f) Lost, Stolen or Damaged Vendor Fleet Cards

1) Drivers are responsible for the appropriate use of, and security of the Vendor Fleet Card once received. Drivers are also responsible for reporting damaged, lost, expired or stolen Vendor Fleet Cards to their Agency Vehicle Coordinator/Vehicle Use Officers immediately. In the case of expired or damaged cards, upon receipt of replacement cards, drivers are responsible for sending the card being replaced to the Agency Vehicle Coordinator/Vehicle Use Officers.

2) The Agency Vehicle Coordinator/Vehicle Use Officers must notify the Fleet Card vendor immediately to cancel a Vendor Fleet Card that is lost or stolen.

h) CMS may, from time to time, establish limits on Vendor Fleet Card purchases based on criteria including tank capacity, historic and anticipated needs, and market rates for fuel and service. Exceptions may be granted on a case-by-case basis for reasons including extraordinary operating needs, extraordinary economic circumstances, and emergency use.

i) Agencies are required to utilize Vendor Fleet Card exception report capabilities and establish internal procedures for addressing issues identified through these reports. Exception report capabilities, as applicable, can include, but are not limited to, purchases that exceed transaction limits, fuel purchases greater than fuel tank capacities, excessive number of purchase transactions per day, and purchases of a fuel type inconsistent with the vehicle being operated. In addition, agencies are required to use any other available exception report capabilities that prevent theft and abuse.

j) CMS establishes twice annual reporting criteria, including card abuse reporting, for this purpose. Agencies shall report the results of exceptions review to CMS on July 1 and January 1 of each year, in the form specified by CMS. Agencies shall report the division, date, time, equipment number, license number, driver's name, merchant's name, merchant city, transaction amount, exception issue and the resolution.

(Source: Amended at 48 Ill. Reg. 16139, effective October 29, 2024)