

DOCUMENT NAME: Government Fleet Fuel Card
DOCUMENT TYPE: 32

1. **Description:** The **Government Fleet Card** is a payment and procurement tool utilized for acquisitions of fuel and maintenance for USCG assets. The **Government Fleet Card** has a one-to-one relationship to assets (one card for each asset).
2. **Primary Forms:**
 - DHS Fleet Card Order Form
 - DHS Fleet Card Approving Official Nomination Form
 - DHS Fleet Card User Statement of Understanding
 - DHS Fleet Card Authorized User Form
 - DHS Fleet Card Pre Authorization Form/Certification
 - Weekly Fleet Card Report (FCR)
 - DHS Fleet Card Change Form
 - DHS 1502 Fleet Card Transaction Worksheet
3. **Related Forms:** None
4. **Document Number:** Nonstandard Number - FINCEN assigned. (The letter F indicates **"Fleet Card"**)

SAMPLE: 32 11 1234F1230 012

<u>Document Type</u>	<u>FY Funded</u>	<u>Last four digits of Bank Card Account #</u>	<u>Julian Date Of Purchase</u>	<u>Transaction Sequence Number</u>
32	11	1234	F 123	0012

5. **Accounting Line:**
 - a. Each **Government Fleet Card** account is associated with one full line of accounting. The line of accounting includes the object class to identify the type of fuel to be purchased with that card. When requesting a new card, the unit's **approving official (AO) provides a completed DHS Fleet Fuel Card Order Form** to the servicing Assistant Organization Program Coordinator (A/OPC). **The form** will contain the unit name, OPFAC, asset number, address, phone number, and the desired line of accounting to be assigned to the card. The A/OPC will forward this information to HQS-SMB-FLEETCARD@USCG.MIL (OPC office) who will enter the information into the Account Setup Module in JP Morgan Chase's PaymentNet system. Any subsequent changes to the accounting line assigned to a **Government Fleet Card** requires a completed **DHS Fleet Fuel Card Change Form** signed by the AO and the A/OPC and sent to HQS-SMB-FLEETCARD@USCG.MIL.
 - b. Card users and approving officials should have access to the Purchase Card Application (PCA) on the FINCEN's web site and should make any necessary changes to the appropriation code, appropriation code limit, program element, cost center and/or object class for any **Government Fleet Card** transaction via PCA. Making these changes via PCA will expedite changes to the unit account and will minimize the number of PES errors generated. This will not change the line of accounting associated with the **Government Fleet Card**.

6. FINCEN Critical Processing Requirements:

- a. All **Government Fleet Card** accounts and the associated line of accounting must be set up through the Fuel Card Program Office.
- b. All transactions must be verified by the card user(s) within 7 days of the statement date.
- c. All statements must be certified by the approving official (AO) within 14 days of the statement date.
- d. Per the DHS Fleet Card Manual (reference b) and the DHS Fleet Card Post Payment Audit Procedures (reference c) the OPC will review uncertified statements monthly and work with the AO to complete the certification process. If the unit fails to comply with the certification the OPC can suspend the Government Fleet Fuel Cards assigned to the unit until the certifications are complete.

7. Other Information:

- a. The **DHS Fleet Card** is managed by the USCG Fuel Card Program Office under the **Office of Energy Management, CG-46**. All policy and procedures regarding the program can be found on the Fuel Card Program web portal: <https://cgportal.uscg.mil/lotus/myquickr/fuel-card-program>.
- b. **Government Fleet Cards** are assigned to an asset rather than to an individual cardholder. Per reference b the authorized card users and the AO are responsible for the safe keeping of the cards.
- c. Supply Fund users should provide the Julian Date when listing **Government Fleet Card** purchases on their Monthly Fuel Reports. See Chapter 5 from the Supply Policies and Procedures Manual (SPPM), reference a, for more information.
- d. **Transfer of assets:** When a cutter or small boat transfers from one location to another, the following procedures must be followed to ensure that the correct line of accounting is attached to the card and that the card falls under the correct hierarchy.
 1. The receiving unit AO must submit a DHS Fleet Card Order Form to their AOPC With all Requested Information filled out and their signature in the appropriate box. The AO from the transferring unit must submit a DHS Fleet Fuel Card Change Form requesting cancellation of the card that was assigned to the transferred asset. . A small boat transfer, even for an extended duration, that is associated with a mission tasking (e.g. Deepwater Horizon response) is NOT considered a permanent transfer of the asset. Additionally, a Maintenance Relief Hull movement does NOT count as an asset transfer and is relieved from the below procedures. In the case of either an extended mission tasking or an extended maintenance availability, it is the card user's (e.g. boat crew) responsibility to ensure all receipt documentation is returned to the host command / home port AO.
 2. Each unit will need to submit a PCA Help ticket to update the PCA access related to the card. The old unit's Designated Card Reviewer(s) (DCR) will submit a PCA Help ticket to have the card removed from their access. The new unit's DCR(s) will submit a PCA Help ticket to have the card added to their access.
 3. Aircraft transfers are submitted via email by ALC. The DHS Fleet Fuel Card should transfer with the aircraft and the USCG Fuel Card Program will take care of changing all pertinent information attached to the card.

7.cont.

- e. The **Government Fleet Card** is strictly prohibited to be used to purchase fuel from **DLA Energy** fuel contractors and programs. Such use voids the terms of the **DLA Energy** contract resulting in increased costs to your unit. The proper method of purchasing fuel is below:
1. Cutter Fuel – SEA Card®
 2. Shore Fuel – PORTS (SF-1449 if PORTS is unavailable)
 3. Aircraft Fuel – AIR Card® (DOD Ident-a-plate still accepted at some DOD facilities)

4. Vehicle Fuel – DOD WEX Card

If a unit has issues with any of the above stated programs they can submit an email to the Fuel Card Program office at FIN-SMB-FUEL_CARD_PROGRAM_OFF@USCG>MIL

- f. FINCEN Financial Control Information
1. Each unit is required to have at least one designated user to have access to PCA as the cardholder and perform the cardholder functions within PCA including the verification of all transactions associated with their assigned accounts. The **Government Fleet Card** is assigned to the asset so the AO must delegate the cardholder duties within PCA to at least one person from the unit. One **Government Fleet Card** can be assigned to more than one cardholder within PCA.
 2. The AO for each unit is required to certify the statements for all accounts assigned to their unit within 14 days after the end of the statement period (statement period ends on the 12th of each month). The AO is also responsible for providing all required audit documentation for transactions selected for audit by DHS. These transactions show in the Un-Audited Items Detail Report in PCA.
 3. PCA is a web-based system and users are issued user names and passwords to access the system. Refer to the PCA User Guide for additional PCA guidance (reference d). Users are strictly prohibited from sharing user names and passwords.
- g. If an item is billed incorrectly, it is the responsibility of the card user to attempt to resolve the problem with the merchant. If the merchant does not provide a correction or credit, the card user must promptly send **an** email to HQS-SMB-FleetCard@uscg.mil and copy their AO. The email should contain the below information and a print out of the email should be kept in the unit file:
1. Last 10 digits of the credit card number
 2. Name on the card
 3. Transaction date
 4. Transaction amount
 5. Vendor name
 6. reason for dispute
- h. Fiscal Year Chargeable: Transactions (purchases) should be charged to the FY funds based on the order date; however, the vendor's billing date, forwarded electronically to the FINCEN from the fleet fuel credit card contractor, is used to create the document number and assign the line of accounting. This date may not coincide with the actual fiscal year that the items were ordered. When this issue occurs the card user has the ability to change the appropriation code associated with the transaction via PCA. Follow the instructions in the PCA User Guide to accomplish this task. When you change the appropriation code via PCA a new document number with the correct fiscal year is also created.

7.cont.

- i. Retention of documentation: Retain copies of accountable documentation and certified statements for a period of three (3) years for item returns, disputed items, and audit purposes.
- j. Lost/Stolen Cards: Units must report lost or stolen cards to their A/OPC and HQS-SMB-FleetCard@uscg.mil immediately. A replacement card with a new account number will be sent to the OPC and will be distributed to the unit. Cards reported lost or stolen are immediately blocked from accepting additional charges. Any unauthorized charges must be disputed.
- k. Improper purchases: If an improper purchase is made using the fleet fuel credit card and reimbursement is to be made, **do not** send a remittance directly to JP Morgan. Annotate the statement indicating that an improper purchase was made and identify which purchase was improper. A copy of the annotated statement and a cashier check or money order made out to the U.S. Coast Guard should be mailed to:
U.S. Coast Guard
ART/OTHERS
P.O. Box 70969
Charlotte, NC 28272-0969
- l. There are two embossed lines on each **Government Fleet Card**. Line one consists of OPFAC Asset # Object Class. Line two will be USCG ____*____ Fuel. (***Cutter, small boat, shore unit or aircraft**). Some cards may not include the OPFAC in line one due to the need to transfer the asset routinely (aircraft and **some small boats**).

8. **Financial Procurement Desktop (FPD) Information:**

- a. **Government Fleet Card** transactions are posted using the Miscellaneous icon in FPD Simplified Acquisition Applet. Obligations will NOT be transmitted via FPD to Core Accounting System (CAS).
- b. Under the Miscellaneous icon, a document number cannot be inserted. Thus, every transaction posted in FPD will kick to Cat IV during the reconciliation process. This will require the reconciler to create a "Doc Alias" for each transaction that was originally posted in the Miscellaneous Icon. The Fleet Card Report (FCR) is available on the FINCEN web site at: <http://cgweb.fincen.uscg.mil/fcr/index.htm>.
- c. The Credit Card Module should NOT be used because the module requires the card to be set up with a current FPD user name. Since the cards are assigned to assets the card should not be associated to anyone's name within FPD. When the Credit Card Module is used problems arise when personnel transfer and their name is incorrectly associated with the card.

9. Document Flow:

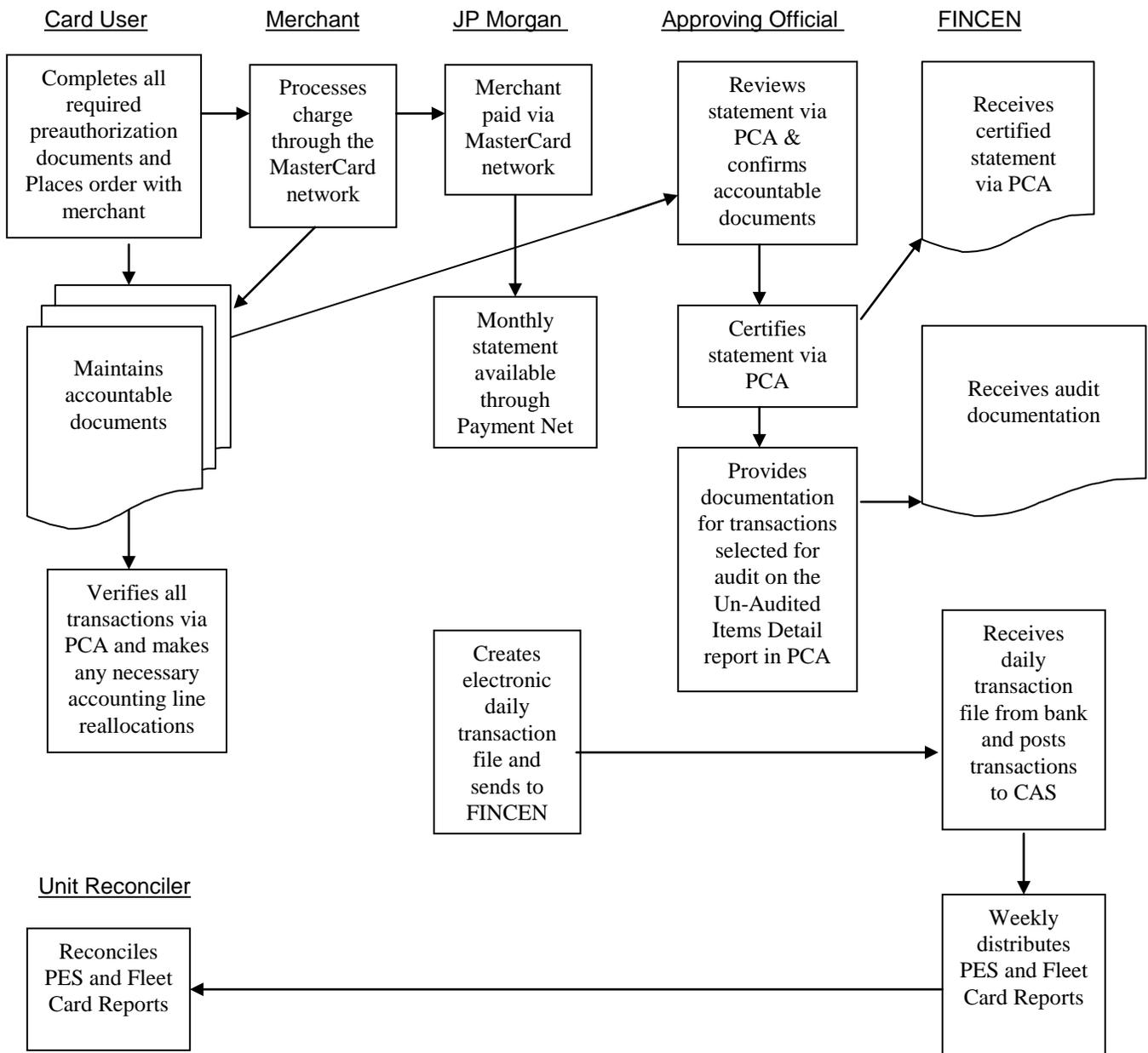


Figure: 12D-54b Fleet Fuel Card

Figure 12D-54b describes the procedures for processing the **Government Fleet Card**.

Note: Customs and Border Patrol (CBP) makes actual payment to JP Morgan Chase on behalf of all DHS. FINCEN receives a daily transaction file that is used to confirm the payment amount with CBP

10. Fleet Card Program Verification/Certification and Audit info:

- a. Use the **Government Fleet Card** in accordance with existing simplified acquisition procedures and policy.
- b. Monthly statements should be viewed in Purchase Card Application (PCA).
- c. Fleet Cardholders: Designated cardholders are required to review all transactions posted to their accounts for accuracy within 7 days of the end of the billing period (12th). They can accomplish this via PCA or via hardcopy if they cannot reasonably obtain access to PCA due to connectivity issues. Cardholders are also responsible for submitting audit documentation when transactions are selected on the monthly DHS Fleet Card Post Payment Audit. Audit documentation should be submitted within 10 business days after receipt of the message alert of a transaction being selected.
 - 1) Purchase Card Application (PCA): Cardholders must have a user id and password to access PCA. These can be obtained by completing and submitting the PCA Access Form available at https://cgweb.fincen.uscg.mil/pca_home.htm. User ids and password for PCA must NOT be shared. All PCA users should read the PCA User Guide available at the same link. If a Cardholder needs a password reset or changes made to their existing account the user must submit a PCA Helpdesk Ticket found on <https://cgweb.fincen.uscg.mil/PCA>.
 - a) The cardholder will then go into the 'Cardholder Menu' and select the 'Transaction Verification and Reallocation' option to verify receipts, invoices, etc to the transactions that have posted to the account. If the transactions are correct, a detailed description of items purchased should be entered into the 'Purchase Description' field. For fuel the purchase description should include type of fuel and number of gallons received. Part numbers or terms such as "miscellaneous", "supplies", "general merchandise" are NOT sufficient. The more detailed the description is, the less likely the cardholder is to receive correspondence from FINCEN or the Fuel Program Office questioning the transaction. To complete the verification, the cardholder will then select "Verified" and click "Submit". The cardholder can go into PCA to perform this function as often as daily.
 - b) If a transaction is not correct, the cardholder should try to resolve the dispute with the vendor, if that is not possible the cardholder should send an email to hqs-smb-fleetcard@uscg.mil, within 90 days of the date of purchase, providing the last 10 digits of the credit card number and the reason for the dispute. In PCA, indicate in the "Purchase Description" field whether charge is being disputed with the vendor or the bank, give the reason for the dispute and click on "Disputed" and then click "Update". Cardholder should remember that clicking on "Disputed" within PCA DOES NOT dispute the charge with the bank. It only notifies FINCEN that you have disputed it with the vendor or the bank.
 - c) The billing period always ends on the 12th of each month, but it may take 2-3 days for all transactions for that period to appear within PCA.

10. cont.

- 2) DHS Fleet Card Post Payment Audit – On a monthly basis a statistical sample of Fleet Card transactions are forwarded from DHS via Fuel Card Program Office to FINCEN. The file is loaded into PCA and transactions selected for audit will show in the DHS Unaudited Reports within PCA and on the PCA Home Web Page. A message is generated to the unit with a description of what transaction(s) is selected for audit and the due date of the documentation to FINCEN. Upon receipt of the documentation, the transactions are audited in accordance with the DHS Post Payment Audit Procedures for Fleet Card and the results are submitted to the USCG Fleet Card Program Manager.
 - a) Required Documentation per DHS
 1. For fuel/supply purchases under \$3K and services under \$2.5K
 - a. Receipt (a sale receipt or invoice from vendor showing the actual cost of the transaction and contains a signature from a USCG member)
 - b. Proof of third party acceptance (required for items that are not pay at the pump, someone other than the cardholder or approving official signed or initialed that goods or services were received)
 - c. Fuel Card Transaction Worksheet is required except when purchasing the below items:
 - i. Pay-at-the-pump fuel
 - ii. EZ Pass purchases
 - iii. Car wash
 - iv. Windshield Wiper
 - v. Bulbs
 - vi. Floor Mats
 - vii. Parking
 - viii. Car fluids (example is windshield wiper fluid)
 2. For fuel/supply or services above the micro purchase threshold (fuel/supply \$3K, services \$2.5K) the below documentation is required in addition to above documentation
 - a. Proof of legitimate government need (PR, Email, LOGREQ, etc)
 - b. Proof of vendor screening
 - c. A written purchase order signed by a warrant officer with appropriate purchasing authority
 - (or)
 - d. The warrant certificate for the purchasing agent for your unit that has the authority to procure fuel at the appropriate dollar threshold
 - e. Fuel Card Transaction Worksheet is required except when purchasing the below items:
 - i. Pay-at-the-pump fuel
 - ii. EZ Pass purchases
 - iii. Car wash
 - iv. Windshield Wiper
 - v. Bulbs
 - vi. Floor Mats
 - vii. Parking
 - viii. Car fluids (example is windshield wiper fluid)

10. cont.

3. DHS Unauthorized Purchases are as followed:

- a. Premium and special-unleaded fuel is strictly prohibited unless specifically required by vehicle manufacturer.
- b. Split purchases in order to circumvent the single purchase limit on a card.
- c. Using the fleet card to retrofit/de-retrofit multiple vehicles is strictly prohibited unless a contracting officer has established a Blanket Purchase Agreement (BPA) or Purchase Order (PO) and the fleet card is used as a payment mechanism against the written order
- d. Rentals and leases of boats or planes
- e. Fueling, maintenance and supplies for privately owned vehicles

b) DHS policy mandates the use of the 26 Attributes as guidance for compliance on the Post Payment Audit. All transactions selected for audit by DHS will be reviewed according to the 26 Attributes and compliance will be determined by the outcome of the answers to the 26 Attributes. The AO at each unit will ensure all transactions selected for audit are reviewed against the 26 Attributes to ensure all requirements are met before submission of the documents to FIN-SMB-FleetAudit@uscg.mil.

- d. Fleet Approving Officials: The approving official must review each cardholder statement and certify that all transactions made were in the interest of the Coast Guard and that all purchases were made in accordance with the DHS Fleet Card Manual, Simplified Acquisition Procedures Handbook and mandatory sources of supply. Statements must be certified via PCA first and foremost, unless there is a reasonable explanation as to why it can not be done in PCA. In the unique situation that PCA is not available the AO should submit hard copy statements by following the instructions provided after the PCA instructions below.

- 1) Purchase Card Application (PCA): Approving Officials must have a user id and password to access PCA. These can be obtained by completing and submitting the PCA Access Form available at https://cgweb.fincen.uscg.mil/pca_home.htm. User ids and password for PCA must NOT be shared. All PCA users should read the PCA User Guide available at the same link. If an AO needs a password reset or changes made to their existing account the user must submit a PCA Helpdesk Ticket found on <https://cgweb.fincen.uscg.mil/PCA>.

- a) Approving Officials should go into PCA on a monthly basis and certify all cardholder statements that have been completely verified by the cardholders. Per DHS Fleet Card Manual, Approving Official certification should be complete within 14 calendar days of the statement end date (12th). To certify a statement in PCA the AO must go into the "Approving Official Menu" and select "Statement Certification", which lists all cardholder statements that have been completely verified by the cardholder. The AO should then click on "Statement Details" to review the transactions. Once all of the transactions have been reviewed and are accurate the AO should click on "Certify Statement". A response of "Success" indicates the statement has been certified and is considered as received by FINCEN.

10. cont.

- b) AOs cannot certify statements that have not been completely verified by the cardholder. TO check for statements that have not been verified in PCA, the AO should select "Statements Not Verified" from the "Approving Official Menu". A list of any cardholder statements under the AO that have not been verified and are due will appear in the screen.
 - c) The AO should query the Unaudited Items-Detail report in PCA regularly. They should remind the cardholder to submit documentation for any transactions that were selected for audit and to keep a copy of the statement printed from the "Print a Statement" option in PCA and all accountable documentation in the unit's file for a period of 3 years so it will be available for audit purposes.
- 2) Hard Copy Statements: The AO must initial each line item transaction or sign at the top and draw a line showing that all items have been reviewed and approved. Then the AO must sign and date the last page of the statement. If a log is used as documentation the AO must sign the log certifying that the information is a true representation of the documentation at the unit for purchases listed. Use of signature stamp is not acceptable. "Submitted via Hardcopy" should be written across the top of all hardcopy statements. The statement and accountable documentation should be faxed to 757-523-6731 or scanned and sent as an email attachment to FIN-SMB-FleetAudit@uscg.mil.
- a) Note: Signed hardcopy statements may also be forwarded to FINCEN within 14 days of the statement date. The address for submission of statements is:
Fleet Card
USCG Finance Center
PO Box 4107
Chesapeake, VA 23327-4107
- 3) Approving Officials aboard underway cutters that are experiencing connectivity problems and therefore **CANNOT** certify a statement in PCA, may certify that statement via message traffic if the cardholder has verified all of their transactions in PCA and the request follows the exact format of the message example below:

R
FM USCGC RELIANCE TO COGARD FINCEN CHESAPEAKE VA //FI//
BT
UNCLAS//N04200//
SUBJ: APPROVING OFFICIAL CERTIFICATION OF MONTHLY
FLEETCARD STATEMENTS
A: FINCEN SOP CHAPTER 12 SECTION D
1. PER REF A, THE FLEET CARD APPROVING OFFICIAL IS NOT
ABLE TO USE PCA FOR THE ONLINE CERTIFICATION OF THE
FOLLOWING ACCOUNTS AND MONTHLY STATEMENTS BECAUSE
OF CURRENT UNDERWAY STATUS.
[LIST ACCOUNT NUMBER AND STATEMENT DATE HERE].
2. RESPECTIVE CARDHOLDERS HAVE VERIFIED THEIR
TRANSACTIONS AND ENTERED PURCHASE DESCRIPTIONS IN
PCA. [NAME AND RANK OF APPROVING OFFICIAL] STATES THAT

10. cont.

HE/SHE CERTIFIES THAT ALL TRANSACTIONS ON THE STATEMENT WERE PURCHASES MADE FOR THE BENEFIT OF THE COAST GUARD, THAT THEY WERE MADE IN ACCORDANCE WITH PROCUREMENT REGULATIONS AND THAT GOODS WERE RECEIVED. THE APPROVING OFFICIAL REQUESTS YOU MAKE THE CERTIFICATION ON THEIR BEHALF.

3. DOCUMENTATION IN SUPPORT OF TRANSACTIONS IDENTIFIED FOR AUDIT WITHIN PCA WILL BE PROVIDED AS SOON AS IMAGES CAN BE EMAILED AND/OR PAPER COPIES CAN BE FAX'D/MAILED.
BT NNNN

Note: Also, if on a cutter with limited connectivity with no ability to send the above message, contact the Purchase Card Audit team Project Manager to assist with certifying statements.

- e. In the case of travel or leave when the cardholder or approving official will not be available for verification/certification at the time the statements are due, arrangements must be made for such activity to be handled by another individual to aid timely processing. If the cardholder and approving official are PCA users and the cardholder is not available, the approving official can act on their behalf by selecting the "Cardholder Menu" in PCA, and then verifying the cardholder's transactions. If the approving official is not available, the cardholder must print a statement from the "Print a Statement" option in PCA, attach all accountable documentation as described in 10.c.2, sign it and have the AO's supervisor or their AOPC sign it. They should write "Submitted via Hardcopy" across the top and mail it to the address in 10.d.2 above. If both the cardholder and approving official are not available, the AOPC can request a copy of the statement from hqs-smb-fleetcard@uscg.mil and they can sign and submit the statement as instructed above. Please remember when making these arrangements that the one signing for the approving official must be at least one supervisory level above the cardholder (or reside in a separate chain of command). The responsible individual should sign the statement for the other person and indicate why that approving official or cardholder is not available to sign. The absent person will countersign the unit's copy upon return.. Note: Cardholders and Approving Officials are reminded, however, that user ids and passwords for PCA **MUST NOT BE SHARED AS THIS IS A SECURITY VIOLATION.**
- f. The cardholder verification and approving official certification process should always be completed within 14 days of the statement end date (12th). This process should never be delayed because charges are being disputed or investigated. In PCA cardholders should annotate in the "Purchase Description" field if a charge is being disputed with the vendor or the bank or if it is being investigated at the unit. If submitting via hard copy statement, annotate on the statement which charges are being disputed/questioned before signing it.

11. Other Fleet Card Program Info:

- a. There are two embossed lines on a credit card. The first line is the “name” on the card which establishes the asset, fuel type and OPFAC on certain cards. The second line will establish what type of fuel is purchased with the card, ie USCG Small Boat Fuel. Due to frequent transferring of aircraft, there is no OPFAC listed on the card associated to an aircraft so that the card can be transferred with the aircraft between units.
- b. Fiscal Year Chargeable: Government Purchase card purchases can be made through 30 September of each FY. Transactions (purchases) are properly chargeable to the appropriate FY funds based on the order date. However, the vendor’s billing date, forwarded electronically to the FINCEN from the Government Purchase card contractor, is used to create the document number and assign the line of accounting. This date may not coincide with the actual fiscal year that the items were ordered. PCA has the ability to correct transactions with issues regarding the incorrect fiscal year being charged on a transaction.
- c. Although the USCG is tax exempt there are various fuel related taxes that the government must still pay. Those taxes that are charged by the vendor that are to be exempt are recouped by the USCG through a direct credit to the card at the time of processing or through a state tax refund process done by Ryan Company (subcontracted by JPMC).
- d. At a minimum Fleet Card Users and Approving Officials, in addition to the above, must know the following program requirements:
 - 1) Safekeeping of fleet fuel cards and their numbers: Limit unauthorized access of the Fleet Cards in your possession. Cards should be safeguarded with appropriate security measures in accordance with good business practices.
 - 2) Copies of charges, credits and statements: A copy of the statement printed from the “Print a Statement” option in PCA after the approving official certification and all accountable documentation as described in 10.c.2 should be kept in the unit’s fuel folder and be available for disputed items and audit purposes for a period of 3 years. If using hard copy, a copy of the hard copy statement complete with cardholder and approving official signatures and all accountable documentation should be kept in the unit’s fuel folder also.
 - 3) Cost Accounting: Cardholders and/or approving officials should make any necessary changes to the program element, cost center and/or object class for any Fleet Fuel Card via PCA. This will not change the line of accounting associated with the Fleet Fuel Card. To permanently change a line of accounting on a card submit a DHS Fleet Card Change Request Form signed by the AO and AOPC to hqs-smb-fleetcard@uscg.mil.
 - 4) Lost/Stolen Cards: Cardholders or approving officials must report lost/stolen cards to the Fuel Card Program Office immediately by emailing a completed DHS Fleet Card Change Form with AO and AOPC signatures to hqs-smb-fleetcard@uscg.mil.

11. cont.

- 5) Cardholder and Approving Official Setup and Maintenance: Approving officials are responsible to work with the Fuel Card Program Office to establish their account set up in PaymentNet. New users for PCA will be required to submit a PCA Access Form. Existing users in PCA should submit a PCA Help Ticket for any changes in their account.
http://cgweb.fincen.uscg.mil/pca_home.htm
- 6) If an improper purchase is made using the fleet card and reimbursement is to be made do not send a remittance directly to JPMC. Annotate the statement indicating that an improper purchase was made and identify which purchase was improper. A copy of the annotated statement and a cashiers check or money order made out to the US Coast Guard should be mailed to:
US Coast Guard
ART/OtherPO Box 70969
Charlotte, NC 28272-0969
- 7) If a DLA Energy contract purchase is made via the JMPC Fleet Fuel Card in error the unit should request the vendor issue a credit to the card and payment through the correct DLA Energy program should be made.

12. Sample Forms: Use the below link to visit the USCG Fuel Card Program web portal to see electronic copies of all forms for the DHS Fleet Card Program.

<https://cgportal.uscg.mil/lotus/myquickr/fuel-card-program>

13. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
32101234F1230012	189	10035FQR2	12345	2674	0.00	0.00	0.00	50.00

14. References:

- a. Supply Policy and Procedures Manual (COMDTINST M4400.19B)
http://www.uscg.mil/directives/cim/4000-4999/CIM_4400_19B.pdf
- b. DHS Fleet Card Manual
http://dhsconnect.dhs.gov/org/comp/cfo/bank_card/Pages/default.aspx
- c. DHS Fleet Card Post Payment Audit Procedures
http://dhsconnect.dhs.gov/org/comp/cfo/bank_card/Pages/default.aspx
- d. PCA User Guide
http://cgweb.fincen.uscg.mil/pca_home.htm
- e. USCG Fuel Card Program Office Web Portal
<https://cgportal.uscg.mil/lotus/myquickr/fuel-card-program>