

The University of Arizona Voyager Card Guidelines

Use of the University of Arizona Voyager Card and Requesting a Card

The University of Arizona Voyager Fleet card is for fueling, repairs and maintenance of State of Arizona owned and leased vehicles. These cards are credit cards issued by US Bank. Requests for new accounts or new cards must be accompanied by a memo from the Dean, Director, or Department Head authorizing the request. Requests may be submitted to Facilities Management Garage/Motor Pool via campus mail at PO Box 210498.

These cards will be assigned to departments who meet the following requirements:

- Each card will be assigned to a department or an individual within that department or to a vehicle owned or leased by that department.
- Each card will be imprinted with the department name, the individual's name or the University vehicle number.
- Each card will be required to have a PIN number, which will be necessary to input to use the card.
- Each card will have usage parameters established, such as the number of transactions per day, dollar limits per accounting day/cycle, etc.

The Voyager card cannot be utilized for privately owned vehicles. If a privately owned vehicle is to be used for university business, please see The University of Arizona Financial Services FRS Departmental Manual Section 14.15 Transportation for policies and procedures. Additional University policies relevant to the Voyager Card can be found in Appendix 1.

Departmental Procedures and Best Practices for the Voyager Card

Once a request for a Voyager Fleet Card has been received, authorized and processed, the Voyager Card will be sent to the University of Arizona Facilities Management (FM) Garage/Motor Pool for distribution. Once the card(s) have the correct imprinting, security settings and usage parameters established, FM Garage/Motor Pool will contact the Departmental representative who initiated the request for delivery options.

The card will be accompanied by several forms. The first form is the University of Arizona Voyager Card Information sheet. This form will contain the details about your Voyager Card, including the Voyager Card number, the PIN number and limits on the card. The second accompaniment will be the "Using Your Voyager Fleet Card" brochure issued by US Bank. The third form will be the Acknowledgement and Acceptance form (Appendix 3), which must be signed, dated and returned to the University of Arizona FM Garage/Motor Pool to be kept on file.

The following best practices should be implemented to manage and control your University of Arizona Voyager Card:

- Establish a departmental Person of Responsibility who will monitor the usage of cards, maintain a log of Voyager cards that are in the department's possession and act as a liaison between the Garage/Motor Pool and the department.
- Maintain a log to account for each Voyager card in the department's possession. We recommend, at minimum, a monthly audit of the cards to ensure they can be located and are in a secure place.
- After utilizing the Voyager Fleet Card the user is required to get an itemized receipt from the station. The user is to then write the vehicle number on the itemized receipt and this itemized receipt must be turned into the department representative before the next business cycle.
- Do not keep the PIN number with the card.

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- Ensure all receipts for transactions are turned in to the Responsible Person.
- Reconcile your monthly bill/statement with your receipts to ensure there is no misuse of the Voyager Card.
- Some departments have their bills sent directly to the departmental representative while other departments have their bills sent directly to the University of Arizona's Accounts Payable department. If your statement goes to Accounts Payable, you can view your statement in ISW. We suggest you review your statement immediately to ensure there has been no misuse or fraud.
- US Bank Voyager Fleet Card has an option for monitoring your accounts/cards/vehicles/drivers. If you would like to have view only access to this program, let the FM Garage/Motor Pool know and we will have Voyager grant you access to this program.
- The University of Arizona Voyager Card receives a Federal Tax credit of \$0.18/gallon as of August 2010. If you do not see this credit on your statement, please contact us at the FM Garage/Motor Pool immediately.
- Report lost/stolen cards to the FM Garage/Motor Pool immediately to protect the University, your department and your employees from liability for fraudulent charges.

Existing Users as of November 2010

Departments that have existing accounts with US Bank's Voyager Fleet Card Program should review the policies above and should expect to see the following changes to their accounts/cards:

- All cards that have no PIN number assigned will be reissued with a PIN number assignment.
- Cards that are "un-tied", or not associated with an individual or University vehicle, will be requested to have the card tied to an individual or University vehicle.

Departments that have existing accounts with US Bank's Voyager Fleet Card Program should expect to receive additional communications from FM Garage/Motor Pool about the security measures in place to safeguard the card and the procedures in place to verify/reconcile the usage and purchases made with card.

Other Information and Contact Details

In Appendix 2 you will find a FAQs section which should be viewed by the cardholder(s) and the responsible person(s).

The following link to the Facilities Management Motor Pool webpage will take you to these FAQs as well:

<http://www.fm.arizona.edu/serviceareas/MotorPool/motorpool.cfm>

If you should have any questions or need assistance with your Voyager Fleet Card, please contact us at:

Paul Yartz	Randy Livingston
University of Arizona Garage/Motor Pool	University of Arizona Garage/Motor Pool
520-621-5541	520-621-1203
yartzp@fm.arizona.edu	livingsr@fm.arizona.edu

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APPENDIX 1

The University of Arizona is a participant in the State of Arizona's Master Services Agreement with U.S. Bank's Voyager Fleet Card program. The State of Arizona Master Blanket Purchase Order EP-S070130-1-A3 can be viewed at the following link: <https://procure.az.gov/bs0/external/purchaseorder/poSummary.sdo?docId=EPS070130-1-A3&releaseNbr=0&parentUrl=contract>

The State of Arizona has entered into this agreement with US Bank to establish an additional purchasing tool for small dollar purchases. The Voyager Fleet Card is for fueling, repairs and maintenance of State of Arizona owned and leased vehicles.

Participation in the University of Arizona Voyager Card Program

Prior to applying for a Voyager Fleet Credit Card, please familiarize yourself with the following University policies governing purchasing and the use of University assets.

Refer to the University of Arizona's Purchasing Policies Manual (Policy 1.1, paragraph 2) about the applicability of University Purchasing Policies. This policy applies to "...every expenditure of public monies..."

http://pacs.arizona.edu/manual_page01#Delegation

The University of Arizona Financial Services FRS Departmental Manual Section 9.00 Introduction to Expenditure Policies and Procedures contains the following paragraph:

"Regardless of which method is used to initiate a purchase, University expenditure policies, procedures and exhibits in this section must be followed..."

<http://www.fso.arizona.edu/fso/deptman/9/900intro.html>

The University of Arizona Financial Services FRS Departmental Manual Section 9.18 Small Dollar/Direct Purchase Procedures purpose is "To establish an efficient, cost-effective method for purchasing and payment of small dollar transactions by departments dealing directly with vendors."

<http://www.fso.arizona.edu/fso/deptman/9/918small.html>

Other University of Arizona policies to review:

ABOR Policy Manual: <http://www.azregents.edu/policymanual/default.aspx>

University Handbook for Appointed Personnel: <http://web.arizona.edu/~uhap/>

Classified Staff Human Resources Policy Manual: http://www.hr.arizona.edu/09_rel/clsstaffmanual.php

Student Code of Conduct: <http://deanofstudents.arizona.edu/studentcodeofconduct>

Misuse of University Assets: <http://web.arizona.edu/~policy/misuse.pdf>

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APPENDIX 2

University of Arizona Voyager Fleet Card FAQ'S

1. **What is my Driver ID Number?** Your Driver ID number or pin number was given to your department representative when the card was issued to your department.
2. **Where can I use the Voyager Fleet Card?** Most major fueling stations accept the Voyager Fleet card. Accepting stations have a sticker on the window showing the cards they accept.
3. **What do I do if my card is declined?** Please call us immediately at 520-621-1203 or 520-621-5541. You may also email us at livingsr@fm.arizona.edu or yartzp@fm.arizona.edu . Most of the time we can get the card working over the phone.
4. **What are my responsibilities after I use the Voyager Fleet Card?** After utilizing the Voyager Fleet Card you are required to get an itemized receipt from the station. Write the vehicle number on the itemized receipt. This itemized receipt must be turned into the department representative before the next business cycle.
5. **Can I put fuel into my personal vehicle that I used for business purposes?** No, the Voyager Fleet card is for State of Arizona owned and leased vehicles only. If you used your personal vehicle for state business, please see your business manager or department representative and get a mileage reimbursement.
6. **I lost my card. What do I need to do?** Please call us immediately at 520-621-1203 or 520-621-5541. You may also email us at livingsr@fm.arizona.edu or yartzp@fm.arizona.edu . We can cancel the card and re-issue a new one. It will take about a week to receive the new card.
7. **Can I get roadside assistance with my Voyager Fleet Card?** Yes, however the card has to be authorized for roadside assistance, please contact us at 520-621-1203 or 520-621-5541. You may also email us at livingsr@fm.arizona.edu or yartzp@fm.arizona.edu to make sure your card is activated for Roadside Assistance.
8. **Can I get my vehicle repaired and use the Voyager Fleet Card?** Yes, however the card has to be authorized for repairs, please contact us at 520-621-1203 or 520-621-5541. You may also email us at livingsr@fm.arizona.edu or yartzp@fm.arizona.edu to make sure your card is activated for Repairs.
9. **Should I use the UA fueling station or the Voyager Fleet Card when I am in the Tucson area?** We would ask that when around campus and the Tucson area you utilize the UA Fueling station.
10. **Where does the Voyager Fleet Card bill go to?** The bill goes to Financial Services or your departmental representative. Please talk to your department representative or Business Manager if you would like to review your statement.
11. **What do I do if I find an unauthorized charge on my account?** Please contact your departmental representative first to research the charge. If the charge is found to be fraudulent, call us immediately at 520-621-1203 or 520-621-5541. You may also email us at livingsr@fm.arizona.edu or yartzp@fm.arizona.edu . We will cancel the card immediately and get another re-issued.
12. **Should I keep my card/pin number in the vehicle?** No, we would suggest that you keep the card and the pin number in separate places, also please do not keep the card or pin number inside the vehicle.

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APPENDIX 3

Acknowledgement and Acceptance of the University of Arizona Voyager Card Program

I acknowledge the receipt of the above procedures and accept responsibility for compliance with all State of Arizona and University of Arizona policies that govern the participation and usage of the US Bank Voyager Fleet Card. I also acknowledge and accept that it is my responsibility to, after utilizing the Voyager Fleet Card, to get an itemized receipt from the station, write the vehicle number on the itemized receipt, and then this itemized receipt must be turned into the department representative before the next business cycle.

Department Name: _____

Title: _____

Print name: _____

Signature: _____

Date: _____