

GSA

SmartPay®

Supporting your mission

Helpful Hints for Fleet Account Use



The GSA SmartPay® Fleet Account

In accordance with the Federal Acquisition Regulation (FAR) 13.301, the government-wide commercial fleet account is authorized for the purchase of fuel, maintenance and repair of government owned/operated motor vehicles, aircraft, boats, and motorized equipment. Fleet accounts are typically issued for specific vehicles rather than to persons.

Having this account provides your agency/organization with numerous benefits. With these benefits come certain responsibilities for you. This booklet is intended as a quick reference for “Dos and Don’ts” to using your fleet account. It also provides helpful information about your account.

Account Holder Responsibilities:

DOs

You are the government's agent for each purchase made with the fleet account. You are responsible for each transaction. In addition to the responsibilities listed here, you must comply with all applicable regulations and procedures of your agency/organization and the agency/organization providing the equipment.

DO keep the account safe and secure.

DO purchase regular unleaded self-service gasoline from service stations that offer the lowest price, except when the vehicle requires diesel or alternative fuel or under other authorized conditions.

DO use the account to purchase oil, fluids and other necessary maintenance and repairs only as authorized.

DO observe all dollar limits on purchases.

DO seek state tax exemption on all non-fuel purchases.

DO use the account ethically.

DO immediately report a lost or stolen account to your Fleet Manager or Fleet Service Representative and the issuing bank.

DO return your card to the Fleet Manager or Fleet Service Representative if you leave your agency/organization or retire.

DO destroy any lost or stolen cards that are recovered.

DO be aware of identity theft schemes attempting to gain access to financial information.

DO be aware that misuse of the fleet account could result in disciplinary actions by your agency.

Account Holder Responsibilities:

DON'Ts

DON'T use the fleet account to purchase food, beverages or other items for personal use.

DON'T use an old fleet account that was replaced for any reason.

DON'T use a fleet account assigned to another vehicle.

DON'T use a fleet account at a pump that appears to be tampered with.

Your fleet account may **only** be used for your agency vehicles. For vehicles leased through GSA Fleet, the GSA Fleet Services Card is used.

If you are uncertain as to whether a purchase is appropriate, ask your Fleet Manager or Fleet Service Representative. Your agency/organization may have additional restrictions for the use of the account.

Reporting a Lost or Stolen Account

Immediately report a lost or stolen fleet account to the Fleet Manager or Fleet Service Representative and the issuing bank. The bank will mail a new card within one business day from the time theft or loss was reported. The bank assigns a new number to the replacement card.

Resources

Online Training

Visit our training website at <https://training.smartpay.gsa.gov> for online GSA SmartPay Fleet Training for Program Coordinators.

Here, Fleet Managers will receive detailed training on the GSA SmartPay fleet account.

When visiting the site, login or register if it is your first time. After logging in and completing the training module, take the online quiz. A passing score on the quiz will enable you to print out a certificate of completion. You will receive 1 CLP training credit.

Resources

Bank Contacts

Citibank: (800) 790-7206

USBank: (888) 994-6722

Wright Express: (866) 939-4472

*For additional information on the GSA
SmartPay fleet program, visit
<http://smartpay.gsa.gov>*

Contact Your Fleet Manager

Write the name, phone number, and e-mail address of your Fleet Manager or Fleet Service Representative here:

Contact your Fleet Manager or Fleet Service Representative if you have any questions regarding your fleet account.

How to reach us

For additional information,
visit our website:
<https://smartpay.gsa.gov>