



City of Dublin ETB

Fuel Card Policy

Document version	1.0
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Responsibility for this policy in City of Dublin ETB	Director OSD (Finance)
Reviewed by Senior Leadership Team (SLT)	10/03/26
Approved by Chief Executive	10/03/26
Noted by Board	19/03/2026
To be reviewed	1 year from date of approval by CE

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1. Introduction

City of Dublin ETB operates a Fuel Card scheme, per the Office of Government Procurement Framework agreement, for official business purposes only.

The Fuel Card Scheme is currently provided to City of Dublin ETB by the contracted fuel supplier.

This policy sets out the terms under which the Fuel Card scheme is operated, and the appropriate procedures in place to control and monitor fuel card usage. The policy is supported by the Fuel Card Standard Operating Procedures, which are issued to all Fuel Cardholders.

City of Dublin ETB has authorised the Fuel Cardholder to use the card exclusively for business purposes and for the payment of fuel for a vehicle registered in the name of City of Dublin ETB. This also includes the purchase of fuel for a lawnmower/garden equipment owned by City of Dublin ETB.

2. Responsibility

Fuel Cardholder Responsibilities:

The Fuel Cardholder has a duty and responsibility to City of Dublin ETB for the correct and proper use of the card. Every Cardholder is required to confirm to the Procurement Dept upon application that they agree to comply with the Fuel Card Standard Operating Procedures & Fuel Card Policy.

The Fuel Cardholder can request information and changes to the account, via the City of Dublin ETB Procurement Dept, such as the operation of additional authorised users or the amendment of individual card limits. The Fuel Cardholder has overall responsibility for the safe custody of the card and the security of the card details. A safeguarding system must be in place if there is more than one authorised user.

Other Authorised Users:

The Fuel Cardholder can nominate other authorised users to use the Fuel Card but must ensure that all terms & conditions of usage, including Standard Operating Procedures, are adhered to and that the Procurement Dept have been advised for the Fuel Card register.

Fuel Card Administrator:

- The Procurement Dept will act as Programme Administrator on behalf of City of Dublin ETB.
- The Procurement Dept will maintain a register of Fuel Cardholders' details and control the issue and cancellation of cards.
- The Procurement Dept will monitor the use of the cards and implement an annual validation of the Fuel Card register and signatories.

3. Terms and conditions of card usage

- The Fuel Card must only be used for costs that could legitimately be claimed as official expenditure. Under no circumstances should the card be used for personal or private use.
- The daily limit on the card is set by the contracted fuel supplier. This limit must not be exceeded. Any changes to the individual card limits will be managed by the Procurement Dept.
- Any incident of actual or suspected misappropriation of the fuel card shall be notified to the Chief Executive for investigation and may result in the card being revoked.

4. Card Security

- The Fuel Cardholder has overall responsibility for the safe custody of the card and the security of the card details. On receipt of the card, the cardholder will sign it and store it in a secure place.
- The card and all associated card details should be always held in a safe when not in use, with access to the safe restricted as appropriate
- The Fuel Cardholder agrees to notify City of Dublin ETB (purchasing@cdetb.ie) immediately if the card is lost, mislaid, stolen or used in an unauthorised or irregular manner.

5. Administration

- New fuel card application enquiries should be sent to purchasing@cdetb.ie
- Once the application process is approved by the Procurement dept, the card is issued by the contracted fuel supplier, on behalf of City of Dublin ETB.
- Upon receipt of the card, the Fuel Cardholder is required to memorise the PIN attached to the card, discard the notification slip immediately and should not disclose the pin to any third party, except to other authorised users.
- The Fuel Cardholder/authorised user should input the registration of the vehicle each time when paying with the Fuel Card.
- Receipts must be obtained and accompany all fuel purchases.
- Receipts should be held securely at local level for all fuel purchases and uploaded to the Finance Purchase to Pay P2P system (P2P) with the authorised invoice for payment.
- The Fuel Cardholder must ensure that fuel purchases are reasonable and relate to business purposes only. Any discrepancies should be investigated and explained by the Fuel Cardholder. All relevant audit trail documentation should be available for inspection at all times.

- P2P approvers are responsible for the authorisation of fuel card invoices and should be satisfied that the transactions are reviewed & in order for payment.
- The Fuel Cardholder will certify when requested by Procurement Dept that the fuel card assigned to them is still active, required and that usage complies with the conditions of use outlined in the Fuel Card Policy & Standard Operating Procedures.
- The Fuel Cardholder will inform City of Dublin ETB (purchasing@cdetb.ie) immediately if the card is lost, stolen or suspected fraudulent use has been committed
- The Fuel Cardholder will surrender the card immediately on termination of her/his employment, or at any time requested to do so by City of Dublin ETB (purchasing@cdetb.ie).
- The Fuel Cardholder will notify the City of Dublin ETB (purchasing@cdetb.ie) of any proposed changes to Fuel Cardholders/authorised users to ensure the register is up to date at all times

6. Data Sharing

The personal data of the Fuel Cardholder holder will be processed by the contracted fuel supplier in accordance with the Fuel Card Policy and Procedures.

7. Audit

The use of Fuel Cards may be subject to review by the Internal Audit Unit - ETBs (IAU), and the Comptroller and Auditor General (C&AG). In addition, the Fuel Card Administrator (Procurement Dept) will periodically perform random spot checks to confirm compliance with the Fuel Card policy and procedures. Any issues identified will be actioned and followed up by City of Dublin ETB Finance department.

The Fuel Cardholder is responsible for all supporting documentation to be made available for audit or inspection at any time.

8. Review

Failure by the Fuel Cardholder to comply with the above Policy may result in the Fuel Card being withdrawn.

In line with best practice the policy will be reviewed on an annual basis.