

AGPMR ADVISORY

ADVISORY No. 16-02

EFFECTIVE: May 27, 2016

Title: Transaction Monitoring for USDA Fleet Card

1. BACKGROUND

The following supplements Section 10(j) Fleet Charge Card Oversight, of Departmental Regulation (DR) 5400-006. The Wright Express (WEX) card, due to its use of driver Personal Identification Numbers (PINS) and level III data, provides greater opportunities to discovery at an early state fraud and misuse of the Government fleet card, and for the Department and agencies to provide enhanced oversight and more effective management of agency fleet program operations in support of the USDA mission.

2. PROCEDURE

- a. The following reports, available on WEX Online (<https://usda.wexonline.com/online/>) should be run at the indicated frequency (daily, weekly or monthly) by Local Fleet Program Coordinators (LFPCs) and Agency Fleet Program Coordinators (AFPCs) to identify questionable transactions:

Report Name	Frequency	Data Source	Report Author
Product Mismatch	Monthly	WEX	WEX
Exceeding Tank Capacity	Monthly	WEX	WEX
Split Transactions	Monthly	WEX	WEX
Mileage/Odometer Entries	Monthly	WEX	WEX

Report Name	Frequency	Data Source	Report Author
F.A.S.T. Card Profile	Monthly	WEX	WEX
After Hour Transactions	Monthly	WEX	WEX
Transactions Over \$2,500	Monthly	WEX	WEX
Transactions Over \$10,000	Monthly	WEX	WEX
Premium Grade Fueling	Monthly	WEX	WEX
General Merchandise	Monthly	WEX	WEX
Transaction Report	Monthly	WEX	WEX

- b. On a quarterly basis, the Office of Procurement and Property Management (OPPM) Credit Card Service Center (CCSC) will conduct a random sample of these exceptional transactions. OPPM will forward to agencies sampled transactions. AFPC's within 30 days of receipt must provide sufficient documentation that the transactions were for official Government business.

3. SIGNATURE & CONTACT

Departmental AGPMR Advisories are posted at the following web link: <http://www.dm.usda.gov/pmd/>. If you have questions or comments regarding this Advisory, please contact Pernell Ridley, Property Management Specialist, Property Management Division (PMD) on (202) 720-2994, or by sending an email to Pernell.Ridley@dm.usda.gov.

EXPIRATION DATE: Effective upon issue date until canceled.


 Dorothy Lilly, Acting Chief, PMD