



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

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MINISTRY OF FINANCE AND PLANNING  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA

March 18, 2013

**Circular No. 3**  
**File No. 107/135**  
**Division: Public Expenditure Policy Coordination**

**Permanent Secretaries**  
**Heads of Departments**

### **Use of Government Funded Advance Debit Cards for the Procurement of Bulk Fuel**

Permanent Secretaries, Chief Executive Officers and Heads of Departments are advised that Circular # 27 dated October 25, 2007 has been rescinded and is replaced with the Circular herein.

#### **1. The Advance Bulk Card System**

The Advance Bulk Card is an Electronic Data Capture (EDC) card that is used to procure fuel in bulk. Advance Bulk Cards have replaced the Bulk Fuel Coupons and **must not** be used to fuel vehicles directly.

The Advance **Bulk** Card is presented to a GoJ Contracted Marketing Company in exchange for fuel supplies. The cards are electronically encoded with information that relates to designated Ministries, Departments and Agencies (MDAs). The Card operates as a debit card, whereby deposits are made on a needs basis with Manufacturers Credit and Information Services Limited, (MCIS) for fuel to be supplied. Each Advance Bulk Card is restricted to a particular fuel type. This system will allow MDAs to track associated costs at a detailed level.

### **Request for New Card**

All requests for New Advance Cards for bulk fuel supplies to Ministries, Departments and Agencies must include the following:

- Fuel Type
- Bulk Tank Capacity (Litres)

## **2. Expenditure Limits**

Accountable officers are authorized to set budgets for the procurement of bulk fuel based on approved budget allocations, and submit same directly to Manufacturers Credit and Information Services Limited (M.C.I.S). Expenditure limits may be adjusted in accordance with usage patterns, market trends and usage demand. However, every effort must be made to ensure that the desired objectives of efficiency, cost containment, transparency and effective control of Government expenditure are achieved.

## **3. Payment Responsibilities**

As a prerequisite, MDAs are required to make monthly deposits for procurement of bulk fuel and also to pay the associated costs as set out below:

- |     |                            |                   |
|-----|----------------------------|-------------------|
| (a) | One time registration fee; | \$320.00 per card |
| (b) | Monthly service charge;    | \$250.00 per card |
| (c) | Replacement of Card        | \$320.00 per card |

Cheques shall be made payable to MCIS to facilitate settlement of the above charges.

**Payment can be made using the following methods:**

- a) Directly to MCIS Office, 10-12 Grenada Crescent, Kingston 5
- b) Deposit to MCIS Bank of Nova Scotia (BNS) Account No. 26913, transit Number 81505 held at Oxford Road, Kingston 5. Payment can be made from any Scotia Bank island-wide.
- c) Deposit to MCIS National Commercial Bank (NCB) Account No. 351037865, held at Knutsford Boulevard, Kingston 5. Payment can be made to any NCB branch island-wide.

The deposit slip should be immediately faxed to MCIS at 929-1535 or emailed to [mciscustomerservice@mcsystems.com](mailto:mciscustomerservice@mcsystems.com) to ensure timely update of MDAs' accounts.

#### **4. Procedure**

- (a) MCIS will create a separate Advance Bulk Card Account for each MDA. This is to ensure that bulk purchases are kept separate from retail purchases.
- (b) Weekly pricing information can be obtained from the Asset Management Unit of the Ministry of Finance and Planning.
- (c) MDAs must ensure that sufficient funds are in the respective Advance Bulk Card accounts.
- (d) MDA representative proceed to any GOJ Contracted Marketing Company designated ordering location for bulk fuel supplies with Advance Bulk Card. **Orders must be placed in denominations of 2273 litres.**
- (e) The representative from the Contracted Marketing Company is to verify that the card is active and sufficient funds are available for the transaction. The card will be swiped to finalize the transaction.
- (f) Receipt is generated by Electronic Data Capture (EDC) machine.
  - i. If correct, custodian signs receipt
  - ii. If incorrect, the marketing company representative voids transaction corrects information and swipes card again
- (g) The marketing company representative retains original receipt and issues the copy to MDAs representative.
- (h) The marketing company will produce a delivery note for the MDAs' representative signature on delivery of fuel to the MDAs' location. Deliveries will be based on the schedule agreed by the marketing company and the MDAs' representative.
- (i) MCIS will generate and submit a Transaction Statement to MDAs based on fortnightly billing cycle.
- (j) Detailed transactions can also be accessed electronically on the MCIS Web Portal

Please note that all cards issued on Bulk Accounts will be **restricted** to use solely at designated GOJ Contracted Marketing Companies service locations. This will eliminate the likelihood of the card being used at service stations for retail fuel supplies.



**5. Receipt and Custody of Cards**

- (a) Office Managers shall receive all cards from Manufacturers Credit and Information Services Limited and maintain a register of receipt and issuance.
- (b) Custody of the cards is the responsibility of the Office Manager who will be held accountable for the inappropriate use of these cards

**6. Declined Transactions**

- (a) Transactions may be declined for the following reasons but not limited to :
  - (I) Insufficient balances on account; and /or
  - (II) Fraudulent transactions
- (b) Under no circumstance should an Advance Bulk card exceed its budget allocation.
- (c) In the event that a transaction is declined for insufficient balance on account, office managers are required to promptly contact Manufacturers Credit and Information Services Limited to effect resolution.

Office Managers are expected to manage card budgets effectively in order to ensure that allocations are not exhausted.

**7. Loss of Card**

Lost cards must be reported immediately to:

- (a) Manufacturers Credit and Information Services Limited, in order to effect the necessary cancellations; and
- (b) Ministry of Finance and Planning and the Auditor General, in accordance with the Circular No. 9 dated May 21, 2007.

If it is proven that the misplacement of the card was due to negligence on the part of the custodian, the replacement cost **must** be borne by that individual. The outcome should be communicated to the Ministry of Finance and Planning.

## **8. Damaged Cards**

These are cards that are not accepted by the EDC machine as a result of general wear and tear. All damaged cards must be reported to the Ministry of Finance and Planning and the Auditor Generals' Department in keeping with Circular No. 9 dated May 21, 2007.

In addition, the damaged cards must be returned directly to MCIS for immediate replacement. Every effort should be made to ensure that the cards are properly maintained and that the incidence of damaged cards is kept to a minimum.

## **9. Deactivation of Inactive GOJ Advance Bulk Cards**

It should be noted that *Advance Bulk Cards* are exempted from the automatic deactivation process. These cards are used on an "as required" basis, which can result in them not being used for periods in excess of one month.

## **10. Reporting Arrangements**

- (a) MCIS will submit Transaction Statements to MDAs on a fortnightly basis.
- (b) Office Managers, Accounts Departments and other designated officers should monitor and evaluate consumption and expenditure patterns, and reconcile statements in order to ensure optimum use of resources. The MCIS website can also be used to access Advance Cards transactions. Managers without access to the web portal should liaise with MCIS in respect of this service.
- (c) Reconciliation should be effected between statements received from MCIS and copies of signed receipts submitted by custodians and/or officers responsible for purchasing fuel using the Advance Bulk Card.
- (d) Confirmation of contractual prices reported on MCIS statements can be obtained from the Ministry of Finance and Planning (Asset Management Unit) to facilitate the reconciliation process.
- (e) Discrepancies should be promptly resolved among the respective parties, and the Ministry of Finance and Planning Asset Management Unit advised accordingly.
- (f) The Asset Management Unit of the Ministry of Finance and Planning will provide monitoring of this activity, in order to ensure prudent management of resources.

**12. Sanctions**

Failure on the part of any officer to comply with these instructions will render that officer liable to surcharge up to the value of fuel not properly accounted for or disciplinary action taken as deemed appropriate by the Accounting Officer.

**13. Circular Distribution**

Permanent Secretaries, Chief Executive Officers and Heads of Departments are required to ensure that the instructions contained in this Circular are brought to the attention of all relevant public officers.

A handwritten signature in black ink, appearing to be 'Devon Rowe', with a stylized flourish at the end.

Devon Rowe  
Financial Secretary