

Valdosta State University Fuel Card Program

Program:

The Fuel Card Program is provided by the Georgia Department of Administrative Services, Office of Fleet Management for all governmental entities within the State of Georgia and is managed by Wright Express (WEX). <http://doas.ga.gov/assets/Fleet%20Management/Fleet%20Management%20Rules%20Policies%20and%20Compliance/FuelCardStandardsGuidelines.pdf> **The fuel card can be used to purchase fuel for State vehicles only when conducting State business.**

Use of the fuel card automatically deducts federal excise tax, state and county sales taxes on gasoline purchased at merchants that accept the Wright Express fuel card.

Fuel Cards:

The department manager (director, department head or supervisor), to which the vehicle is assigned, is responsible for checking the information on the cards for accuracy and placing the cards in the appropriate vehicles. If any information on a card is incorrect, notify Purchasing Services at 333-5705 for a replacement card. **Each State vehicle is assigned a fuel card that is kept in the vehicle at all times.** The information on the card includes the VSU account number and prefix, the vehicle card number, the VSU vehicle number and the expiration date. **The card can be used to purchase fuel only for the vehicle to which it is assigned.**

If the card is lost or stolen, the driver must immediately inform their manager and Purchasing Services. If the incident occurs after office hours or on weekends, the driver must call Wright Express Customer Service at 1-800-492-0669 to cancel the card, and then notify their manager or Purchasing Services of the incident on the next business day.

If a card is damaged, contact the Purchasing Services for a replacement card.

Driver ID Numbers:

The Driver ID is a six-digit number that is assigned to each driver in the program. Drivers must use this number when making a purchase with the fuel card. **Driver IDs must be kept confidential.** A driver who forgets an ID number must contact Purchasing Services for a copy of it. Wright Express will not give out ID numbers to drivers.

A Driver ID can be used with any fuel card assigned to any VSU owned vehicle. Each Driver ID is assigned to a specific VSU budget account number. All purchases made with a Driver ID will be charged to the assigned VSU budget account and expensed to motor vehicles (712110).

Department managers are responsible for alerting Purchasing Services of the termination of employment of a driver and request the cancellation of the Driver ID before termination occurs. Employee exit procedures require the cancellation of Driver IDs before issuance of final payroll checks.

Billing:

The billing will be derived from the VSU department account assigned to each Driver ID. The billing cycle closes at the end of the month and the fuel charges will appear in the departmental budget reports the following month. The Fuel Card report is sent to each Department manager monthly to verify, sign and attach receipts for the fuel purchases. If another account number is to be charged for a particular purchase, the department must submit a journal to Financial Services to move the expense to the appropriate account.

Any transaction dispute must be faxed to Purchasing Services at 333-2159 within sixty (60) days of the billing date of the transaction. The Loss Prevention Department will investigate the dispute.

The card is to be used for official VSU business only. Personal charges are not allowed and will result in cancellation of the Driver ID or termination of employment. The Driver will be personally responsible for reimbursing VSU for any personal charges on billings.

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Using the Card:

- **Verify the station you are using accepts the Wright Express card.** This includes most name brand stations. You should shop around for the best fuel price among participating stations within a reasonable distance.
- **The Driver ID must be kept confidential.**
- **The driver must request a receipt** for each fuel purchase to compare with the monthly billing.
- **Only regular grade gasoline or diesel fuel is allowed.**

Procedure:

- 1) The driver inserts the fuel card into the **pump** and **requests a receipt.**

(or)

The card must be used at the pump unless there is a power outage or equipment malfunction. If the card cannot be used at the pump, the attendant swipes the card inside the station; if the card does not swipe, the attendant must call 1-800-842-0071 for authorization.

- 2) The driver inputs the exact **odometer reading**; do not include tenths of miles.
- 3) The driver inputs the **Driver ID number**.

Fraud Prevention Guidelines:

- Do not keep cards and Driver IDs together or write the Driver ID on the card.
- Avoid giving a Driver ID to a station attendant – insist on entering the number without the help of the attendant. During times of electronic outages, etc, you may be asked to disclose your Driver ID for sale authorization. If you give your Driver ID number to an attendant, contact Purchasing Services for a new Driver ID number immediately.
- Protect entry of the Driver ID from the view of an attendant(s) and other store customers.
- Do not allow the card out of sight during a sales transaction.
- Verify the purchase information is correct before signing the receipt.
- Avoid signing blank receipts or receipts without dollar or date information.
- Always check your card when returned to you after a purchase. Make sure it is your card.
- Do not leave cards or receipts accessible.

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Application for Fuel Card Driver Identification Number

User Agreement:

Each VSU owned vehicle is assigned a fuel card. That card is kept in the vehicle and can be used to purchase fuel **only for the assigned vehicle** when conducting State business. Valdosta State University does not allow the fuel card to be used for vehicle maintenance or repair purchases. The fuel card will not control a department's budget.

The Driver ID number is used to make fuel purchases and must be kept confidential. All purchases will be charged to the VSU budget account number that is assigned to the Driver ID. Each department is responsible for ensuring that purchases made with the card do not exceed their budget. This is done by the Fuel Card report sent to each Department manager monthly to verify, sign and attach receipts for the fuel purchases.

If a card is lost or stolen, the driver must immediately inform their manager or the VSU Fuel Card Contact at 333-5705. If the incident occurs after normal business hours, call Wright Express Customer Service at 1-800-492-0669 to cancel the card

Upon a driver's termination of employment, the manager (director, department head, supervisor) must ensure the Driver ID is cancelled before issuance of the employee's final payroll check.

I hereby agree to the terms of this agreement. I understand that I may be held personally accountable for any unauthorized personal charges on the fuel card that may result in the cancellation of the Driver ID and/or termination of employment.

_____ Driver Signature	_____ Date
_____ Supervisor Signature	_____ Date
_____ Budget Manager Signature	_____ Date
_____ Business Services Signature	_____ Date

DRIVER INFORMATION:

Name (Print) _____ Phone # 229 - _____ - _____
 First Middle Last

E-Mail Address _____@valdosta.edu Employee ID# 870 - _____

VSU Budget Title _____

VSU Budget # _____ - 712110
 Fund(5) Program(5) Class(5) Department(7) Project (grant use) Account (6)