



We are in the process updating our Fuel Application and creating new fuel cards for Fulton County Government. If you could please take a minute to answer the following questions to ensure our records are up to date. We would greatly appreciate it! Please email the completed application form to [Barbara.burden@fultoncountyga.gov](mailto:Barbara.burden@fultoncountyga.gov) Thanks!

Employee Name: \_\_\_\_\_

Employee Department: \_\_\_\_\_ Employee Phone Number \_\_\_\_\_

Employee County Fuel Pin: \_\_\_\_\_ WEX Card: \_\_\_\_\_

Vehicle year and Model: \_\_\_\_\_

Vehicle Tag Number: \_\_\_\_\_ Driver License Number \_\_\_\_\_ State \_\_\_\_\_

Departmental Purpose for Assigned WEX (Wright Express) Fuel Card \_\_\_\_\_

#### RULES OF THE WEX CARD USE:

**Employees utilizing this WEX fuel card agree and understand the fuel purchase is for Fulton County's Fleet vehicles only when the county's fuel sites are not available within 25 miles: I understand that under no circumstances will I use the WEX Fleet Card to make personal or non-work- related purchases, either for myself or for others. A personal or non-work-related purchase with the intent to reimburse the County is unacceptable and shall be considered a fraudulent purchase. Both Employee and Department leadership signatures have read and agreed to biannual viewing of onsite WEX Card Purchasing Video, The entering of accurate odometer reading at the time of each fuel sale, and adhering to these rules of usage, and all other rules relating to the WEX card and the County Personnel Policies on the misuse of County property or funds.**

Department Approval Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

DREAM Approval Signature \_\_\_\_\_ Date \_\_\_\_\_