



Fulton County Government WEX Fuel Card Coordinator Agreement Form

Your participation in the Fulton County Government Fuel Card Program carries responsibilities as the vehicle coordinator. Fuel Cards are considered property of Fulton County Government and must be used in accordance with County's fuel card policies and procedures. Your signature verifies that you understand and agree to comply with the following:

1. Ensure a timely monthly reconciliation of each card (comparing receipts with the monthly reports) assigned to your department.
2. Maintain all receipts and weekly reports for three years.
3. Complete the new card and/or new driver PIN request form(s) send them via email. These forms are to be used to request additional and/or replacement cards and to create or delete PIN numbers.
 - a. The vehicle coordinator will be required to sign for the card at the time of pickup. If the vehicle coordinator cannot be present at the time of pickup, a request must be made in writing to the DREAM Fleet Office.
4. Immediately cancel PIN numbers for drivers who no longer have a need to fuel a vehicle (i.e. termination/resignation, transfer to another department, change in job responsibilities, etc.)
5. Immediately cancel cards that are lost/stolen or those that are assigned to vehicles that are no longer in service.
6. Periodically monitor odometer readings to ensure the appropriate mileage is being entered at the time of sale.
7. Report any potential misuse to Barbara. Burden Office immediately. The fuel card is not to be used for personal vehicles or for non- county vehicles or non-county business purposes. Using the fuel card for any purpose other than official business will be considered theft of County property.
8. If a vehicle is sold or surplus, destroy the fuel card and send the DREAM/Fleet Office a Fuel Card Certificate of Destruction.
9. Report lost or stolen cards immediately.
10. Periodically reviews the fuel card policies, procedures, and responsibilities to ensure all drivers are aware of the policies. Periodically review the fuel purchasing training video, adhere to all card policies procedures and responsibilities to ensure all drivers are aware of the policies and procedure manual. All users that have issued fuel cards are to only be used for those specific county vehicles.
11. 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.
12. Wex fuel cards are not transferable between employees without written permission from DREAM Fleet Operations Manager.

WEX Department Coordinator Name _____

WEX Department Coordinator Signature _____ Date _____

Department Name _____

