

WEX (Wright Express Fuel Card) Program Procedures Training

- Must be a County employee.
- Completion of the Fuel Card Application Process which includes:
 1. Signed PIN and User Agreement Form
 2. Completion of on-line Fuel Card training
 3. Completion of User Agreement
- All participants must complete an on-line annual training recertification.

Allowable Purchases: County WEX fuel card shall only be used to purchase fuel for Fulton County owned vehicles used for official business

Prohibited WEX Card Purchases: The following types of purchases are strictly prohibited by County policy. No exceptions will be granted.

1. Personal purchases of any kind, including fuel for personal vehicles, non-County vehicle.
2. Cash advances
3. Gift cards
4. Alcoholic beverages
5. Tobacco products
6. Food, ice, beverages or related items including "snacks" while traveling on official business.
7. No exceptions will be granted

Criteria for obtaining a fuel card: A separate fuel card will be issued for each vehicle. Each department must obtain the initial fuel card through DREAM to ensure the card contains all necessary vehicle information and correct fuel data mileage for each vehicle in the E.J. Ward Management System. At no time shall fuel products for any other vehicle/use be charged to a fuel card issued for a specific vehicle.

Ongoing reviews of all fuel bills will be performed for possible fraud. Possible fraud will be investigated by the DREAM Department. Fulton County discipline policies will be followed for employees found to have committed fraud, may include termination and possible prosecution.

Ensure Compliance: Fuel card limits are set by DREAM Fleet Management and monitored through Wright Fuel Express System.

Fueling Operations: Fulton County Fleet Services maintains and operates bulk fuel dispenser tanks for the county. The cost of the fuel is below market rate. DREAM Fleet Service is the primary fueling source for fueling requirements for the county. This offers the best value, and all employees are encouraged to utilize the count fuel pumps facility rather than purchase fuel offsite.

Managers and Supervisors

Managers and supervisors of departments who own or control County's vehicles are responsible for verifying that all required WEX fuel card training is completed. Please agencies Managers and/or Supervisors must review the monthly record of all fuel card transactions to ensure drivers are in compliance with current published policies regarding purchase of fuel. Drivers are not allowed to approve their own fuel transactions. Manager or Supervisor review and approval is required without exception. The Manager or Supervisor should ensure the review is accomplished monthly. The Manager or Supervisor should contact DREAM Fleet Administrator regarding any discrepancies review WEX Card purchasing Policy for additional information.

Enforcement

Any misuse of the card will result in reasonable disciplinary action that may include a combination of the following:

Suspension of Fuel PIN Access:

- a. Users who fail to do the following will have their PIN suspended without exception.
 - Repeated failure to document all fuel transactions on the official Fuel Transaction Log.
 - Repeated failure to document correct odometer reading when fueling vehicles.
- b. Users suspected of possible fraudulent use, misuse, or abuse of the fuel card shall have their PIN suspended without exception.
 - Note: PINs will only be reactivated when the PIN user's Supervisor has reviewed the audit information provided by DREAM, who must restore privileges in this case.

Fuel card PIN will be terminated once fraudulent use, misuse, or abuse has been investigated and determine as such.

NOTE: There are currently two types of fuel cards available for the county vehicles.

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Obtaining a Fuel Card

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Responsibilities

Responsibilities:

All Fulton County departments who own or control vehicles are responsible for compliance with this policy.

The Fleet Manager/Fuel Operations Manager/ Fleet Administrator will:

- Maintain knowledge of Fulton County Fuel Policy and internal procedures on use of Fuel Card.
- Obtain PIN for card users upon request of department Supervisor or Manager.
- Activate or deactivate cardholders in the Wright Fuel Express System.
- Monitor transaction and card activity to ensure that all purchases are for legitimate Institute business use.
- Review all invoices and transaction logs.
- Review logs used to record fuel purchases.
- Submit Wright Express monthly invoice statements and departmental billing for chargebacks according to internally established procedures through DREAM Fleet Division accounting Office.
- If a vehicle is transferred, sold or submitted to surplus, the card will be cancelled immediately



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Responsibilities continued

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Auditing and Enforcement

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