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**Date: January 1, 2019**

**To: State Central Fleet Authority Lease Program Users**

**Re: Use of Wright Express Fuel Credit Card**

A. All state agencies and authorized drivers are required to use the GSD/TSD controlled Wright Express (WEX) fuel credit card for authorized purchases.

B. The department/agency WEX representative (usually the department/agency vehicle coordinator) is responsible for establishing their account with WEX and for adding or deleting employees to/from the authorized WEX user listing.

C. The department/agency WEX representative shall assign a single fuel credit card to each state passenger vehicle and a Personal Identification Number (PIN) to each authorized driver.

D. Authorized drivers shall use self-service fuel pumps when refueling state vehicles. Authorized drivers are encouraged to use alternative fuels when they are available for state vehicles manufactured to burn alternative fuels (E-85, CNG, Propane, Bio-Diesel, etc.).

E. If an authorized driver uses the fuel credit card to purchase an unauthorized item or service, the state agency shall collect the cost of the unauthorized purchase from the authorized driver.

F. Below please find a table showing "authorized" and "non-authorized" purchases.

Authorized	Non-Authorized Purchases
Unleaded Gasoline E-85 Fuel Diesel Propane Compressed Natural Gas (CNG) Car washes at WEX approved fueling stations Emergency services or repairs not exceeding \$250.00	Food or beverages Oil changes Transmission flushes Radiator flushes Anything not stated under "Authorized Purchases" Purchases exceeding \$250.00

G. The department/agency or the GSD/TSD Director may suspend or revoke the state authorized driver privileges for misuse of the WEX fuel credit card. The state department/agency may take appropriate disciplinary action as may be required.

H. The department/agency shall immediately notify Wright Express in the event of a lost WEX fuel card.