

# Guilford County

## Wright Express Fuel Card

### Procedures

#### Purpose:

To provide guidelines governing the provisioning and usage of the county managed fuel card system with Wright Express (WEX) for Guilford County fleet vehicles.

#### Scope:

This procedure applies to the WEX Universal Fleet Card issued to Guilford County for fueling county fleet vehicles. In an effort to control the growing expense of fuel, Guilford County has adopted the following policy and procedures necessary to sustain a more controlled system. Guilford County's fuel cards will be issued by WEX and will be managed internally. Any lost, broken, or stolen cards or any required changes are to be reported to the Purchasing Department immediately by phone at 336-641-3314 or by email at [Rmillikan@guilfordcountync.gov](mailto:Rmillikan@guilfordcountync.gov).

Cards will be issued to vehicles and must be kept in and remain with the assigned vehicle. If you are re-assigned a different vehicle, you must use the fuel card that belongs to that vehicle. NO sharing of cards is allowed.

#### Authorized Usage:

Each authorized driver will be assigned a Driver ID number (PIN) in order to use a fuel card. By using their PIN and a fuel card, each driver acknowledges receipt of the Guilford County Fuel Card Policy and Procedures, reading and becoming familiar with the contents as described herein, and agrees to abide by all rules and regulations set forth.

**Use of the WEX fuel cards is authorized for fueling county vehicles only.** Unauthorized charges will be subject to discipline up to and including termination of employment.

#### Card Issuance and Activation Procedures:

1. Drivers will be assigned a six-digit Driver ID/PIN. This driver id number will be required to be entered when authorizing the transaction at the point of sale (at the pump). The driver ID number will be zero (0) followed by your employee ID number.
2. Use only your assigned Driver ID/PIN – DO NOT share PIN numbers
3. Fuel cards may be used at any retail location that accepts Wright Express cards. If the station does not accept Wright Express you can not fuel at that station.
4. Use only UNL 87 octane grade of fuel for gasoline vehicles. Most vehicles require regular unleaded fuel or regular diesel fuel. Premium grade fuels must not be used unless directly authorized by the Automotive Services Manager.
5. You will be prompted for the vehicle's odometer at the point of sale. Use only the "actual" odometer readings; no tenths.
6. Cards are to be used for fueling purposes ONLY. Purchases for food, carwashes or other items are strictly prohibited.

Monthly Bill Paying Procedure:

1. Finance will email affected departments the monthly Invoice Detail Billing received for the Wright Express Fuel Cards.
2. Departments will be need to verify the accuracy of the charges on their statement using the emailed information or by accessing their charges on the EKOS dashboard.
3. Each department with an invoice balance due must obtain the authorized signatures and provide a P.O. number that can be used to pay the obligation. The information should be emailed to Finance by the designated deadline.
4. Finance accounts payable staff will prepare the payment and process through regular accounts payable process.

Pre-audit Certification Compliance:

The Finance Director/ Finance Officer will be responsible for insuring compliance with the Electronic Payment Transactions Policy which will exempt the county from requiring pre-audits on individual Wright Express Fuel card transactions. The duties will include:

- Performing the analysis to insure each department has sufficient encumbrances to meet its fuel card obligations.
- Confirm that all funds to be obligated are authorized under the County's adopted budget ordinance.
- Encumbrances are recorded in the accounting system to pay for current obligations.
- Confirm that funds remain in the departments appropriation for obligations to be paid.
- Confirm that procedures for authorizing payment for each claim have been properly followed before payments are made.
- Insure that there is training of all drivers assigned a six-digit Driver ID/PIN card users at the time of issuance, on demand, or in periodic events to insure users have adequate knowledge consistent with their delegated authority.
- Set accounting practice to insure fuel card transactions are properly recorded in the system of original record and included in periodic public reporting.