



Fulton County Government
Department of Real Estate and Asset Management

FUEL (WEX) PURCHASING CARD Program: Policies & Procedures

PROGRAM OVERVIEW

The Department of Real Estate and Asset Management (DREAM) is charged with the responsibility of administering fuel cards for Fulton County. This administration is responsible for ensuring fuel is provided for approximately 1,000 vehicles and other pieces of light and heavy equipment. There are six (6) offsite fueling locations throughout the county, available for County employees as a re-fueling option. This option offers cost savings to the County, as gas at these locations is provided at wholesale prices.

The Wright Express (WEX) Purchasing are pin activated fueling credit cards that function as a procurement tool for alternative fueling. These fueling options are designed to delegate authority and capability to purchase fuel quickly and conveniently, directly from U.S. gas stations for authorized business purposes. The primary benefits of the Fuel Purchasing Card are:

- Acceptance at 95% of U.S. fuel stations (WEX card only).
- Automatic accounting.
- Online and mobile account access.
- Allows for monitoring controls and alerts such as spending limits.
- Provides end users with greater autonomy; and
- Customer empowerment.

The WEX Card is designed to be used for fuel purchases related to Fulton County business only. Use of the WEX Card for personal purchases is strictly prohibited. The Departments who are authorized to use a WEX Card are responsible for monitoring the effectiveness of the WEX Fuel Program and user compliance with the procedures outlined in this Program Policy. If you have any questions regarding the Program, or the appropriate use of the WEX Card, please contact Barbara Burden, Fleet Operations Manager, barbara.burden@fultoncountyga.gov or Anthony Spencer, Fleet Administrator at anthony.spencer@fultoncountyga.gov.

Purpose

The purpose of this policy is to describe the County's Fuel Purchasing Card Program and to establish standards and controls for the use of the Fuel Purchasing Card by Fulton County employees and officials while conducting business on behalf of Fulton County Government.

Authorized Users

Select County vehicles are assigned a WEX Card, and the card restricts fuel purchases to authorized drivers with a valid personal identification number (PIN). The WEX Card simplifies the procurement and disbursement process by facilitating point-of-demand procurement. Purchasing authority is delegated to select departments with County owned departments enabling the drivers to fuel off-site. The vendor validates purchases made with the WEX Card at the point-of-sale. The WEX system validates the transaction against pre-set limits and reporting fields established by the County which include:

- Driver PIN Number
- Restricted to Fuel Purchases only
- Vehicle Odometer Readings
- Fueling Transaction Instances
- Fuel Tank Capacities

The following are authorized to be issued a Fuel Card:

- Fulton County Employees
- Fulton County Elected Officials
- Fulton County Constitutional Officials

Responsibilities of Use

Responsibilities of the Authorized Driver

Authorized Driver is defined as a County designated by DREAM to utilize a WEX Card assigned to the Agency owned and operated vehicle and make WEX Card fuel purchasing transactions on behalf of the County. The Driver is responsible for:

- Submitting a Driver Authorization Application to Facilities Operations WEX Administrator. Application can be found at [WEX Card application](#)
- Purchasing in accordance with the procedures outlined in the WEX Fuel Card Program Policy at [WEX Card Approval and Receipt Acknowledgement](#)
- Using the WEX Card assigned to the department only for the department user vehicle(s).
- Using the WEX Card for County fuel purchases only.
- Entering the correct odometer reading at the time of fuel purchase.
- Reporting lost, stolen, or identified misuse of the WEX Card to the Department WEX Administrator immediately through completing the 'WEX Lost or Stolen Form'. This form can be found at [WEX Lost or Stolen Form](#)
- Safeguarding the WEX Card securely at all times when in custody, including, but not limited to, protecting WEX Card number and Driver PIN number.
- Notifying the WEX Department Administrator of any changes of driver information (license status, demographic updates, employment status, etc.) immediately.
- Repayment of improper charges and personal liability for misuse.

Best Business Practices

Maintain all supporting documentation (e.g., proper receipts, etc.) for fueling transactions. This internal control will support Department WEX Administrator and Liaison Officer reconciliations, assist should there be any accounting discrepancies and substantiate transactions. If receipt has been misplaced or cannot be produced, a 'Missing Receipt Affidavit' has been developed which can be completed and submitted to the Department WEX Coordinator. This form can be found at [WEX MISSING RECEIPT AFFIDAVIT](#)

Designated Card Administrator

The Department of Real Estate and Asset Management administers the Fuel Purchasing Card. The Department of Real Estate and Asset Management is responsible for the day-to-day administration of the program, policy development and implementation, auditing, and training of County personnel.

The Fulton County Fleet Division is designated as the administrator of the County's Fuel Purchasing Card and serves as the primary contact for questions or issues resulting from the use of the card.

Contact Information: Fulton County Fleet Operations Manager
141 Pryor Street Suite G-119, Atlanta, Georgia
404-612-7874
barbara.burden@fultoncountyga.gov

PROGRAM ADMINISTRATION ROLES AND RESPONSIBILITIES

The issuance of a Fuel Purchasing Card establishes a relationship of trust among cardholders, departments, and the County. Mandatory training is required, along with the cardholder's signature affirmation on the Fuel Cardholder Agreement Form, before a card will be issued. The Department of Real Estate and Asset Management's responsibility is to provide quality service and information to cardholders and departments. Cardholders' responsibilities are outlined below.

The detailed responsibilities for each designee involved in the Fuel Purchasing Card process are identified below:

Department Fuel-Card Holder Responsibilities

Department Head Responsibilities

Reporting Authority (Agency Director) is defined as an individual who has oversight responsibility for purchases and for administering the department's budget (e.g., the Agency Head, Director or Deputy Director). The Reporting Authority is responsible for:

- Designating one (1) individual in the department to act in the capacity of the Department WEX Card Administrator.
- Approving submitted WEX Card Applications submitted by Department WEX Liaison and emailing the Facilities Operations WEX Administrator of application approval. Note: Approval authorizes the Department WEX Administrator to be custodian of the card for the department; however, the Reporting Authority acknowledges that he or she is directly responsible for the proper use and safeguard of the card.
- Ensuring that the Department WEX Administrator has the proper tools and documentation to monitor the program and reconcile business transactions.
- Overseeing WEX Card Fuel Program for their respective departments. The Department Head of the respective department is responsible for approving the monthly reconciliation reports which are submitted by the Fuel Card Holder.
- The Department Coordinator is responsible for approving the monthly Reconciliation Report(s) provided to her/him by the Purchasing Card Cardholders as accurate with their signature or their designee's.
- The Department Head is responsible for approving the written request in order for the Department of Real Estate and Asset Management to issue a card, suspend a card, cancel a card or make profile changes.

Agency Card Administrator

The Agency WEX Administrator/ Coordinator is defined as an individual designated to request the department's WEX Card(s), request the addition of new drivers to the WEX Card, and monitor the use of the WEX Card (s) assigned to the department to ensure program compliance. The Department WEX Administrator is responsible for:

- Submitting the WEX Card Application to his or her Department Head for approval.
- Submitting Additional Authorized Driver Applications to DREAM administrator to add drivers to the WEX Card for department users(s).
- Providing the Driver PIN number assigned by Fleet, maintained in WEX online portal, to authorize drivers upon notification of Facilities Operations Additional Driver Application approval.
- Completing the 'WEX Fuel Card Approval and Receipt Acknowledgement' to confirm fuel card receipt. This notification form will be provided by Fleet Facilities Operations. Note: Card will remain in a suspended status and not be activated until form is completed and signed.
- Maintaining all WEX Card fuel documents in a secured location at all times (locked cabinet preferred).
- Safeguarding WEX Card security at all times when not being utilized by an authorized driver, including, but not limited to, protecting WEX Card number(s) and Driver PIN number(s).
- Assisting drivers in submitting applications, in verifying and resolving credits, and discrepancies, as needed.
- Following up with the vendor to resolve disputes and arranging for returns credits, etc., as needed.

Utilizing the Transaction Summary and Reconciliation form developed to document identified discrepancies or anomalies. This internal control will support potential audit inquiries, substantiate the authenticity of the transactions, and provide reasoning behind the nature of the transaction. This form can be found at [WEX Transaction Summary](#) and should be submitted to Fuel Manager for record keeping purposes in addition follow up with WEX if required.

If identified, notifying Fleet Operations or Fleet Manager of sales tax charges incurred in a state outside of Georgia. Related receipt should be obtained and submitted to [WEX Fuel Card Coordinator Agreement Form](#)

Reviewing transactions online regularly for odometer reading reasonableness, fueling transaction instances, and fuel consumption against tank capacities to ensure alerts/controls are in place and spot check transactions that are unusual for department. Investigate unusual transactions.

- Retaining WEX documentation at specified location, in compliance with County for record retention (minimum of seven (7) years). Prior to disposal of documents, the Record Manager must receive permission from the County archivist. County Paper and Digital Record Requirements.
- Notifying the DREAM Administrator of any changes of authorized drivers (separation from the department, demographic changes, license status, etc.).

- Reporting lost, stolen, or identified misuse to the Fleet Operations Manager immediately upon receiving the 'WEX Lost or Stolen Form [WEX JUSTIFICATION REPORT](#) from the driver. Form should be emailed to barbara.burden@fultoncountyga.gov

Best Business Practices

Collect and maintain receipts from drivers(s) ensuring timely retrieval for record keeping and auditing purposes; Utilize the monthly WEX Card Monthly Log Sheet developed for all driver fuel transactions. This internal control will support reconciliation of the online WEX Purchasing Activity Report. This Monthly Card Log Sheet can be found with your department coordinator [WEX Monthly Log](#)

Responsibilities of the Agency Fleet Coordinator/ Administrator Officer

The Agency Fleet Officer is the department's financial representative responsible for reviewing WEX Card transactions after reconciliation and processing by DREAM Fuel Manager. The Department Fiscal Officer is responsible for:

- Reviewing monthly WEX Card transactions recorded to their Chargeback account(s).
- Ensuring that the correct object codes are used on transactions.
- Reviewing the validity of a transaction and monthly billing by reviewing the WEX Purchasing Activity Report, other documentation (if required by the department.
- Preparing various reports if requested.
- Maintaining archived WEX Card documents at the department office for audit purposes.
- The authorized person within the User Department is issued a card in their department name and authorized to make fuel purchases.

Canceling WEX Cards or Removing Drivers:

To cancel a WEX Card, the card must be sent to the DREAM Fleet Operations Manager, along with a written request for cancellation from the Department Fleet Card Liaison and an email. Department Coordinators/Administrators are responsible for notifying DREAM Fleet Operations Manager to remove the driver from a vehicle WEX Card prior to leaving the County or accepting a position in a new department.

Renewal of Existing WEX Cards:

A new WEX card will automatically be sent to the **DREAM Fleet Administrator** at least thirty days in advance of your current WEX Card's expiration date. DREAM will notify the **Department Administrator** that a new WEX Fuel Card Application will have to be completed before card distribution and activation occur. In addition, new Driver Applications will have to be completed by all drivers assigned to department card users. This will occur every two years.

Lost or Stolen WEX Cards

It is the responsibility of the Driver to report a lost or stolen WEX Card immediately, notify the Department Card Liaison, who then is to notify the DREAM Card **Fleet Operations Manager** or Fleet Administrator at the time of the occurrence. Verbal reports of lost or stolen WEX Cards must be followed in writing utilizing the "[WEX Lost or Stolen Form](#)" as soon as possible and sent to the email address. This form must be signed by the Driver and the Department WEX Liaison.

WEX Card Security

Only authorized Drivers may use the WEX Card in accordance with established procedures. WEX Cards, WEX Card numbers, and Driver PINs must be safeguarded by the Driver and Agency Coordinator/Administrator against use by unauthorized individuals within or outside the County.

Misusing the WEX Card:

As an Authorized agency and user, you assume responsibility for the protection and proper use of the WEX Card.

Card Usage

- The Fuel Purchasing Card and Pin number shall be used only by the approved cardholder. **The card is not transferable between employees.**
- The Cardholder **shall not** receive cash back for any refunds or exchanges. Refunds or exchanges must be credited to the Fuel Purchasing Card account.
- The Cardholder **shall not** pay gratuity for goods and services with the fuel purchasing card.
- The Cardholder shall **retain copies of original itemized invoices/receipts**. This documentation may be required for auditing purposes by the County Auditor, Fulton County Department of Real Estate and Asset Management.
- The Cardholder shall report lost or stolen cards immediately to their respective Department or Division Fuel Card Liaison.
- The Cardholder shall keep the Fuel Purchasing Card in a secure location and guard the Purchasing Card account number carefully. The Purchasing Card shall always be treated with *at least* the same level of care that cardholders treat their own personal credit cards.
- The Cardholder is responsible for strictly adhering to Fulton County Department of Real Estate and Asset Management policies and procedures regarding allowable and appropriate fuel purchases.

Reconciliation Procedures

- The Cardholder or an authorized employee is responsible for retaining and creating a monthly report of fuel purchases along with the original receipts.
- The Cardholder shall forward their completed monthly reporting and all itemized/detailed invoices and/or receipts to their respective Department Coordinator or designee at the end of the monthly spending cycle for review, approval, and reconciliation with the Monthly fuel card transaction report.

Purchasing Card Program Administrator Responsibilities

The **Fuel Purchasing Card Program Coordinator, Fleet Operations Manager, and Fleet Administrator** are the designated people within the Department of Real Estate and Asset Management responsible for the daily management of Fulton County's Fuel Purchasing Card program, which is used by five (5) user departments/divisions and has eighty-three (83) cardholders.

Card Management

- The **Fleet Operations Manager** serves as the primary point of contact with Wright Express.
- The **Fleet Administrator** is responsible for requesting cards. The **Fleet Operations Manager** is responsible for cancelling cards, setting profiles, and creating card profiles.
- The **Fleet Administrator and Fleet Operations Manager** provide policies and procedures training.
- The **Department Card Fleet Liaison** signs a fuel purchase cardholder agreement acknowledging the acceptance of the policies and procedures associated with fuel cards.

Internal Controls

- The **Fleet Operations Manager** is responsible for monitoring all cardholders and user department card activity.
- The **Fleet Administrator** is responsible for requesting cards.
- The **Fleet Administrator** is responsible for the review of the monthly EJ Ward fuel system mileage report to compare it with the WEX card user odometer readings and input information.
- The **Fleet Operations Manager** is responsible for conducting audits of cardholders and user department activity; cooperating fully with any audits conducted.
- The **Fleet Manager** is responsible for reviewing the Monthly transaction report and preparing the chargeback report for all fuel usage.
- The **Fuel Manager** will submit the monthly transaction to the user department for reconciliation with the Department's monthly reports.
- The Department Fuel Purchasing Card Liaison is responsible for adhering to the Fuel purchasing card policies and procedures regarding use of the Purchasing Card; internal controls to prevent and/or detect misuse or abuse; ordering/canceling cards when lost or stolen; and updating those policies and procedures when necessary to comply with state or local laws.

Card Program Training

- The **Fleet Operations Manager and Fleet Administrator** are responsible for developing training for all cardholders and supervisors.
- The Department Card Fleet Liaison is responsible for developing and conducting refresher training on a biannual basis.
- The **Fleet Operations Manager** is responsible for communicating any information regarding any changes to policies and procedures, official announcements, etc., relating to the Fuel Purchasing card.

Compliance with Laws and Policies

- The Department Fuel Card Program Liaison is responsible for strictly adhering to Fulton County and Department of Real Estate and Asset Management policies and procedures regarding allowable fuel purchases.
- The Department Fuel Card Program Liaison must maintain a knowledge of Fulton County and internal procurement policies and procedures related to use of the Fuel-Card. [WEX Fuel Purchasing Card Program Policies and Procedures Manual](#).

Finance Responsibilities

The designated person(s) within the Department is responsible for conducting a financial review of each monthly chargeback report.

- **The Fleet Manager and Fuel Manager** are responsible for ensuring all documentation is provided in accordance with internal procedures for the Fuel Purchasing Card.
- **The Fleet Manager** staff is responsible for notifying the Fleet Operations Manager and Department card Fleet Coordinator/Administrator of any suspected problems or misuse of the Fuel Card.
- **Fleet Manager/Fuel Manager** conducts audits and reviews of monthly reconciliation reports.
- **Fuel Manager** processes the chargeback reports and applies user charges.

Legal Issues

Use of the card is a privilege; however, to continue to exercise privileges associated with the Purchasing Card, user-departments must ensure that the card is used in accordance with established policies and procedures as described in the Purchasing Card Manual. The Department of Real Estate and Asset Management and/or the Department of Finance reserves the right to suspend and/or withdraw any user department/agency card due to non-compliance with applicable laws, rules and regulations, policies and procedures.

Personal Purchases

The Fuel Purchasing Card shall be used strictly for Fulton County business. **No personal use of the card is allowed.** Cardholders and other program staff are prohibited from using the Fuel card for the purchase of any fuel that is not directly or indirectly related to County business. At no time should the Fuel-Card be used for personal purchases, regardless of the circumstance. Use of the Fuel-Card for personal purchases may result in disciplinary action, up to and including termination from Fulton County employment, with possible criminal charges filed against violators of this policy.

- The Department of Real Estate and Asset Management is the custodian of accounting records related to transactions.
- The Department of Real Estate and Asset Management is the custodian of the Fuel Card administrative records.

Use of the Card

Before using the Fuel card, the user should determine if it is the most appropriate purchasing method for obtaining fuel the user should determine if:

- When available and operationally efficient, cardholders should first and always make the effort to use one of the 6 County-owned fueling stations located throughout the County.
- At the time of each fuel sale, card users must enter the accurate odometer reading.
- Each department is responsible for keeping the Fuel Purchasing Card expenditures within their budgeted amounts. (e.g., receipts).

Monthly Reconciliation Process

The Purchasing Cardholder must follow the following process to reconcile their respective Department's Fuel Card report each month:

1. Each cardholder must maintain a "Fuel Monthly Purchasing Card form to record purchase transactions. This will be performed to ensure the accuracy of charges on the monthly transaction report. All **original** receipts will be retained with the monthly reporting with the user card Department Coordinator.
2. Each **Department Fleet Coordinator** will receive a statement about all transactions posted to their account from the Fuel Manager. After receiving these statements, the coordinator, along with the card user, shall review the transactions for accuracy.
3. After reconciling and reviewing all purchase transactions, the monthly reconciliation form and monthly cardholder statement must be approved by the Department Wex Card Liaison, authorized cardholder, and Department Head. **Note: Any** deviations or special circumstances regarding the signature approval process must be approved by the Department Agent.

Handling Discrepancies

1. If the dollar amount of purchases recorded on the reconciliation form differs from the statement, contact the **Fuel Manager**.
2. Any discrepancies in purchase transactions should be reported to the **Fuel Manager or Fleet Operations Manager**.

Suspension or Revocation of Card Privileges

The Fuel Purchasing Card provides a number of invaluable benefits. Use of the card is a privilege; however, to continue to exercise privileges associated with the Fuel Purchasing Card, user departments must ensure that the card is used in accordance with established policies and procedures as described in the Fuel Purchasing Card User's Manual. The Directors of the Department of Real Estate and Asset Management may suspend or revoke a Department's Fuel Purchasing Card for violations of this policy.

Due to the magnitude and freedom of instant purchasing power provided by the Fleet Fuel Card, firm policies and procedures are necessary to ensure effectiveness and efficiency within the Fuel Purchasing Card program.

Deviation from these policies and procedures shall result in the automatic suspension of Purchasing Card privileges. Specific guidelines for the suspension or revocation of Fuel Card privileges are described in the Fuel Purchasing Card Violations and Penalties section below.

Warning violation notification(s) will be issued to the **Fuel-Card Coordinator** and the User Department Head.

Policy Violations and Penalties

Purchasing Cards can be suspended or revoked for the following violations listed below, and the following action(s) will apply:

<u><i>Policy Non-Compliance</i></u>	<u><i>Sequence</i></u>	<u><i>Consequences</i></u>
Submitting Reconciliation Documents late (reporting)	First Offense	Warning Violation Notice
	Second Offense	Suspension of all Department Fuel Cards for 30 days
	Third Offense	Revocation of all cards
Improper use of the card	First Offense	Warning Violation Notice
	Second Offense	Suspension of all Department Fuel Cards for 30 days
	Third Offense	Revocation of all cards

Nothing in the above procedures or any administrative actions taken shall preclude any other civil or criminal remedy under other provisions of the law, which may also subject the cardholder to possible disciplinary action up to and including termination and criminal and civil penalties, if applicable.

Purchasing Card Audit Program

1. The Department may elect to conduct routine or random audits of department fuel transactions and monthly reporting.
2. Selection as a candidate for auditing is not an indictment against any department or cardholder(s) within a particular department; however, due to the magnitude and freedom of purchasing power afforded by the Fuel Purchasing Card, these “checks and balances” tools are necessary measures designed to ensure program compliance.

Card Program Training

The Department of Real Estate and Asset Management is responsible for providing training for cardholders, liaisons, supervisors, and other individuals authorized to be issued a purchasing card through the employee portal website.

The **Fleet Operations Manager and Fleet Administrator** are responsible for developing and implementing training for all cardholders, liaisons, supervisors, and other authorized individuals. The Department Card Liaison Program Coordinator is also responsible for conducting biannual refresher training for all cardholders.

Wright Express (WEX) Station guidelines for Fulton County Employees:

- **Employees within 25 miles of a Fulton County fuel site must not use their WEX card to purchase retail fuel. This option offers cost savings to the County, as fuel at Fulton County locations is provided at wholesale prices.**
- **Employees must submit accurate odometer readings each time a fuel purchase is made.**
- **The WEX card is designed to be used for fuel purchases related to Fulton County business only.**
- **Use of the WEX card for personal purchases is strictly prohibited.**
- **Employees must enter the digit "1" in front of their unique County PIN number.**