



WEX (WRIGHT EXPRESS FUEL CARD) PROGRAM PROCEDURES AND TRAINING

- Must be a County Employee.
- Completion of the Fuel Card Application Process 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 biannual training recertification.

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

Prohibited 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 department, 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 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 Services is the primary fueling source for fueling requirements for the county. This offers the best value, and all employees are encouraged to utilize the county fuel pump facilities within **25 miles** rather than retail purchase fuel offsite. Employees must submit accurate vehicle odometer readings each time a fuel purchase is made.