

# Valdosta State University

## Fuel Card Program Application & User Agreement

### Program:

The [State Fuel Card Program](#) is provided by the Georgia Department of Administrative Services, Office of Fleet Management for all governmental entities within the State of Georgia and is managed by Wright Express (WEX). The fuel card can be used to purchase fuel for State vehicles only when conducting State business.

**The card is to be used for official VSU business only.** Personal charges are not allowed and will result in cancellation of the Driver ID or termination of employment. The Driver will be personally responsible for reimbursing VSU for any personal charges on billings. Use of the fuel card automatically deducts federal excise tax, state and county sales taxes on gasoline purchased at merchants that accept the Wright Express fuel card.

### Fuel Cards:

**Each State vehicle is assigned a fuel card that is kept in the vehicle at all times.** The information on the card includes the VSU account number and prefix, the vehicle card number, the VSU vehicle number and the expiration date. The card is to be used to purchase fuel only for the vehicle to which it is assigned. Valdosta State University does not allow the fuel card to be used for vehicle maintenance or repair purchases.

If the card is lost or stolen, the driver must immediately inform their manager and Procurement at [fuelcard@valdosta.edu](mailto:fuelcard@valdosta.edu). If the incident occurs after office hours or on weekends, the driver must call Wright Express Customer Service at 1-800-492-0669 to cancel the card, and then notify their Department Manager and Procurement of the incident on the next business day. If a card is damaged, contact Procurement for a replacement card.

### Driver ID Numbers:

The Driver ID is a six-digit number that is assigned to each driver in the program. Drivers must use this number when making a purchase with the fuel card. **Driver IDs must be kept confidential.** A driver who forgets an ID number must contact Procurement for a copy of it. Wright Express will not give out ID numbers to drivers.

A Driver ID can be used with any fuel card assigned to any VSU owned vehicle. Each Driver ID is assigned to a specific VSU budget account number. All purchases made with a Driver ID will be charged to the assigned VSU budget account and expensed to motor vehicles (712110).

Upon employee's discontinued work with VSU, exit procedures require the cancellation of Driver IDs before issuance of final payroll checks.

### Billing:

The billing will be determined based on the VSU department account assigned to each Driver ID. The billing cycle closes at the end of the month and the fuel charges will appear in the departmental budget reports the following month.

The Fuel Card Report is sent to each Department Manager monthly at which point the Manager is to confirm with each Driver listed on the Fuel Card Report as to the validity and accuracy of the reported transactions. Both the Manager and Driver(s) are to sign off that they have verified all transactions for the fuel purchases and return the signed report to Procurement by the 20<sup>th</sup> of each month.

If another account number is to be charged for a particular purchase, it is the Department's responsibility to submit a journal voucher to Financial Services to move the fuel expense to the appropriate account.

### Using the Card:

- Verify the station you are using accepts the Wright Express card.
- The Driver ID must be kept confidential.
- Only regular grade gasoline or diesel fuel is allowed.

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**Procedure:**

- 1) The driver inserts the fuel card into the **pump**.
- 2) The driver inputs the exact **odometer reading**; do not include tenths of miles- round up to the next mile.
- 3) The driver inputs the **Driver ID number**.
- 4) Driver then **selects either regular grade gasoline or diesel**, which is appropriate for the vehicle in use.

*NOTE:* Avoid giving a Driver ID to a station attendant – insist on entering the number without the help of the attendant. Do not allow the card out of sight during a sales transaction.

**DRIVER INFORMATION:**

Name (Print) \_\_\_\_\_ Phone # 229 - \_\_\_\_\_ - \_\_\_\_\_  
                    First                    Middle                    Last

E-Mail Address \_\_\_\_\_@valdosta.edu

Employee 870 - \_\_\_\_\_ Employee ID # - \_\_\_\_\_

Driver's Position Title \_\_\_\_\_ VSU Budget Title \_\_\_\_\_

VSU Budget # \_\_\_\_\_ - 712110  
                    Fund                    Department                    Program                    Class                    Project (for grant use only)

**User Agreement and Application for Fuel Card Driver Identification Number:**

I hereby agree to the terms of this agreement. I understand that I may be held personally accountable for any unauthorized and/or personal charges on the fuel card that may result in the cancellation of the Driver ID and/or termination of employment.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Manager Signature (if different from above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Office

\_\_\_\_\_  
Date