

## Wartburg College Fuel Card Policy

Wartburg College has engaged Wright Express (WEX) to provide a universal fuel card program as a cost-effective, centralized way to purchase fuel for College vehicles. The WEX Universal Fuel Card is accepted at 9 out of 10 fueling sites nationwide. Use the following Link to check locations if needed. <http://www.wrightexpress.com/accepting-locations>. It is Wartburg College policy that the WEX Universal Fuel Card is to only be used for the purchase of fuel for College vehicles.

### How the program works:

- Fuel cards are checked out from Ruth Hein in Maintenance when picking up a vehicle.
- Departments are assigned specific ID numbers ("DINs" – Department Identification Numbers), to be used whenever they use a WEX card. The DIN you use will automatically charge the appropriate department or account. It may be necessary to remember multiple "DINs". DINs should correspond with your current department or account numbers.
- Receipts for each purchase should be given to Ruth Hein when a vehicle is returned.
- Individuals may receive a card in their name for regular use through Todd Parsons ([todd.parsons@wartburg.edu](mailto:todd.parsons@wartburg.edu) or at Ext 8367) in the Business Office.

### Information for Drivers:

To utilize the Wright Express (WEX) fuel card, follow these steps:

1. Note the current odometer reading of your vehicle before fueling.
2. At a fuel station location, insert the card into the pay-at-the-pump terminal device, or have the attendant swipe the card inside the fuel station.
3. Input the vehicle's odometer reading, when prompted. \*
4. Input your 4-digit DIN ("DINs" – Department Identification Numbers) when asked for your Driver #. **Please note that this number should relate to the department or account you want to charge.** \*
5. When prompted, fuel the vehicle. Use **ONLY REGULAR GRADE FUELS.**
6. Obtain a receipt to be returned with the vehicle to Ruth Hein in Maintenance.

\*At some stations you may be asked to enter the Odometer # and Driver # in the opposite order.

Wartburg College will receive detailed reports about the use of these fuel cards. It is important to follow the guidelines and to enter proper reporting data at the time of sale. Any inconsistencies will show on these reports and prompt further investigation.

### Frequently Asked Questions:

*What if my card does not work at the pay-at-the-pump terminal?*

The driver should go inside the station and ask the station attendant to run the card through their electronic swipe machine inside. If there is still an issue, the station attendant should call the **1-800-492-0669** customer service number on the back of the card for a manual authorization. Wright Express' customer service is available 24 hours a day, 7 days a week.

*What if I lose my card or what if my card is stolen?*

Contact Todd Parsons at 352-8367 or Ruth Hein at 352-8318 immediately to notify him/her of the loss and request a replacement card.

*What if I forget my DIN?*

Contact Todd Parsons at 352-8367 or Ruth Hein at 352-8318 to get your DIN.

Sign below to agree to the terms of a card issued in your name.

I am requesting a fuel card in my name for Wartburg College business. I understand that the privilege of using a Wartburg College fuel card may be discontinued for various reasons, including, but not limited to the following:

- Inappropriate use of the fuel card (e.g. using the card for personal items or purchasing something other than fuel)
- Receipts not submitted timely
- Employment with the College is terminated
- Change in job duties/responsibilities where a College fuel card is no longer required

I also understand that I will be held personally liable for any inappropriate charges on the fuel card that were incurred by me.

I understand and agree to follow the Fuel Policy as documented herein.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date