



## WEX Fleet Card Program

### PURPOSE

The University of Missouri fleet card program is designed to allow fuel purchases for University owned vehicles. The WEX fleet card program is separate from the Purchasing Card program. Although WEX Fleet Cards cannot be used at any University Gas Pump at this time, the cards are accepted at over 90% of fueling stations in the United States. It is not our intent to compete with the University Gas program, but to offer an alternative to the University Gas Pump when a driver is unable to fuel at those locations.

### RESPONSIBILITY

WEX Fleet cards are associated only with the vehicle whose license plate number appears on the front of each card. The department is responsible for maintaining a list of Drivers and associated Driver ID numbers, to be managed by one or more Vehicle Custodians.

### ALLOWABLE PURCHASES

WEX Fleet cards are to be used only for fuel purchases or roadside services. Any associated vehicle repairs, parts, or service must be either billed to the University or paid by using the University Purchasing Card if limits permit. Large vehicles (box trucks, ambulances) may also purchase oil and fluids, including required fuel additives.

Roadside services covered include towing, mechanical first aid, jump starts, tire changes, lockout assistance, and fuel/water delivery. There are no out-of-pocket expenses at the time of service. The actual costs of services performed will appear as a transaction on the Fleet card.

### DISCOUNTS

Select fuel suppliers offer a 1-3¢ per gallon discount when using the WEX Fleet card.

Supplier	Locations	Per Gallon Discount
Kum and Go	All 75 (Springfield area)	2.5¢ gasoline; 3¢ diesel
Wallis Oil	All 35 (St Louis & nearby counties, Columbia, Cape Girardeau, Sullivan)	1¢
Warrenton Oil	All 32 (St Louis area, Columbia area, Warrenton, Kingdom City)	1¢
Rhodes 101	All 30 (Cape Girardeau, Desloge, Farmington, Dexter, Jackson)	2¢
Ayers Oil	All 16 (Kirksville, Kahoka, Alexandria, Canton, Taylor, Hannibal, Bowling Green)	3¢
Thoele, Inc	All 14 (St Charles, Hazelwood, St Peters, O'Fallon, Warrenton)	2¢
Hy-Vee	All 20 (KC Area, Columbia, Jefferson City, Camdenton, Chillicothe, Kirksville, Maryville, Osage Beach, Springfield)	3¢
Road Ranger	2 (Fenton, St Robert)	2¢ gasoline only

Additionally, swiping the card at the pump will remove the Federal excise tax for all fuel suppliers.

## **DRIVER IDENTIFICATION (DID)**

A Driver ID is assigned to each driver and these DIDs are used to authorize purchases at the point of sale. A DID may be assigned to an individual or to a department, and are generated randomly. When making a fuel purchase, a user will be prompted to enter the Driver ID, as well as the vehicle's odometer reading.

## **FLEET CARD LIMITS**

The single transaction limit is determined by the profile assign to the card. Profiles are determined by the type of vehicle/tank capacity and are assigned by the Fleet Card Administrator. Each card has a limit of four purchases per day.

<b>Profile ID</b>	<b>Single Transaction Limit</b>	<b>Transactions Per Day</b>	<b>Allowable Purchases</b>
1 – Cars	\$75	4	Fuel, Roadside
2 – Vans & Pickups	\$100	4	Fuel, Roadside
3 – Larger Vehicles	\$150	4	Fuel, Roadside, Oils & Fluids

## **RECEIPTS**

Transaction receipts may be maintained by the department, but are not required by Supply Chain. Receipts generated at the pump will reflect Supplier discounts (where appropriate), but will not include the adjustments for the Federal excise tax. The tax credit will appear as part of the transaction feed into PeopleSoft.

## **RECONCILIATION**

Each WEX Fleet card will have a default MoCode and PS Account. Transactions will be fed daily into PeopleSoft as a Journal Entry (JE) where transaction detail may be viewed. If transactions have posted to an incorrect MoCode or PS Account, the Department should create a Correcting Entry in Web Applications.

Although additional reconciliation will not be required, Fleet card activity should be included in a Department's fiscal review to ensure appropriate procedures are maintained to support internal fiscal compliance.

## **REPORTING**

Reports will be developed throughout the Pilot program as we receive additional data and will be available through Web Applications. Supply Chain Program Administrators will also have the ability to develop custom reports on an as needed basis.

## **HOW TO**

### **Report issues with the existing profile on an WEX Fleet card**

Vehicle Custodian or Fiscal Approver shall email the fleet inbox at [fleet@umsystem.edu](mailto:fleet@umsystem.edu)

### **Dispute a charge that is not recognized**

Vehicle Custodian or Fiscal Approver shall email the fleet inbox at [fleet@umsystem.edu](mailto:fleet@umsystem.edu)

### **Report misuse or abuse of the Fleet Card**

Vehicle Custodian or Fiscal Approver shall email the fleet inbox at [fleet@umsystem.edu](mailto:fleet@umsystem.edu)

**Report a Fleet card as Lost or Stolen**

Contact WEX Customer Service Department at (800) 492-0669  
Additionally, email the fleet inbox at [fleet@umsystem.edu](mailto:fleet@umsystem.edu)

**Discover the reason for a declined transaction**

Contact Supply Chain Operations Fleet Card Administrator (during business hours)  
Tom Dick 573 / 882-0044  
Brenda Reifschneider 573 / 882-0874  
Lori Zoeller 573 / 882-8196  
OR Contact WEX Customer Service Department at 866 / 544-5796  
Available 24/7, however they will ONLY be able to provide the reason.  
They are unable to provide Driver/Driver ID info or change profiles.

**Close a Fleet card due to accident, transfer to another department, or surplus**

Vehicle Custodian or Fiscal Approver shall email the fleet inbox at [fleet@umsystem.edu](mailto:fleet@umsystem.edu)

**Add or remove a Driver/Driver ID**

Vehicle Custodian shall email the fleet inbox at [fleet@umsystem.edu](mailto:fleet@umsystem.edu)  
Provide Driver's First and Last Name, Employee ID, and Department Name

**Retrieve a Driver ID**

Contact the Department's Vehicle Custodian  
Department may wish to provide Drivers with an after-hours phone number for a  
Vehicle Custodian  
Contact Supply Chain Operations Fleet Card Administrator (during business hours)  
Tom Dick 573 / 882-0044  
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