



BISD

Wex Fuel Card

Manual

2023-2024

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Introduction

The purpose of the Birdville Independent School District Fuel Card Program is to establish a cost-effective, secure method of purchasing fuel for District needs, as defined within this document.

Birdville ISD has partnered with Wex to implement a fuel card program that meets the specific needs of the District. The fuel card program is tailored specifically for authorized District business use only and has certain restrictions imposed as such. The Wex Fuel Card program provides various benefits, as follows:

- Fuel cards simplify the process for authorized transactions and provide a convenience factor to the campus/department, enabling the driver to make a purchase at the actual time the need arises.
- Fuel cards can be programmed with pre-defined restrictions, ensuring that only transactions meeting the program criteria are allowed. Such restrictions help ensure compliance with budgetary, departmental, and purchasing policies and procedures.

The Wex Fuel Card Guidelines provide general guidelines for using your fuel card. Please read it carefully. **Your signature on the Fuel Card Agreement shows that you understand the intent of the program and agree to follow the established school district and departmental guidelines.**

Wex Card Forms & Documents

All Wex Fuel Card forms and documents can be found on the BISD Purchasing department website under the P-Cards section. Each form should be filled out completely and signed prior to submitting to the Purchasing department.

All requests require a Budget Manager's wet signature prior to being processed by the Purchasing department. DocuSign and Adobe Signatures are not accepted.

Types of Wex Card Request

Individual Wex Cards

An individual Wex card may only be issued to full-time employees of a department or campus with a valid Texas drivers license. All individual Wex card requests require that the individual have both a card and driver profile.

To obtain an individual Wex card, a Wex Fuel Request must be submitted to the P-Card Coordinator with Budget Manager's signature and all driver details completed. Once the request is approved by Purchasing the card will be ordered. Wex Fuel Card training must be completed and Wex Fuel Card Agreement must be signed prior to the card and prompt ID number being issued.

Department/Campus Wex Cards

A department or campus card may be assigned to the campus/department secretary and then checked out to an active BISD driver using the Wex Fuel Card Log.

To obtain a campus/department Wex card, a Wex Fuel Request must be submitted to the P-Card Coordinator with Budget Manager's signature. Once the request is approved by Purchasing the card will be ordered. A current year Wex Fuel Card training must be completed and Wex Fuel Card Agreement must be signed by the secretary prior to the card being issued.

Driver Profile Request

Any individual that will utilize the Wex Fuel Card is required to have an active BISD driver profile. All drivers that request a driver profile will be required to provide a copy of their Texas driver's license and will have a motor vehicle record check (MVR) prior to driver approval.

To obtain a BISD Driver Profile a Wex Fuel Request must be submitted to the P-Card Coordinator with Budget Manager's signature. Once the request is approved by Purchasing the driver will be required to attend a current year Wex Fuel Card training and a Wex Fuel Card Agreement must be signed prior to the driver being activated. If the driver that is requested is not a BISD employee, an additional signature will be required by the District's Superintendent, Associate Superintendent of Finance & Auxiliary Services or designee.

Card/Driver Maintenance Request

Examples of possible requests include, but are not limited to:

- License status updates
- Job title
- Department
- Name changes
- Employment status
- Card spending limit changes

All maintenance request must be submitted using the Wex Maintenance Request form to the P-Card Coordinator with the Budget Manager's signature. Additional documentation may be requested prior to approval being made. Once the request is approved by Purchasing the requestor will be notified that the change has been made.

Duties & Responsibilities

Purchasing Director

The Purchasing Director will oversee the P-Card Coordinator and the fuel card program.

P-Card Coordinator

The P-Card Coordinator is designated to oversee the administration of the program. The P-Card Coordinator has a direct relationship with Wex. All new and maintenance request must go through the P-Card Coordinator or Purchasing Director.

Budget Manager

The Budget Manager has overall budgetary responsibility for the Wex Fuel Card charges made by their department/campus drivers. They are responsible for following sound business practices and ensuring compliance with District policies and procedures. The Budget Manager is responsible for retrieving fuel cards in the event of termination or change of status for all drivers under their supervision.

Campus/Department Secretary

The campus/department secretary is the person to whom the Wex Card is issued to by the Purchasing department when it is not embossed with an individual's name. The campus/department secretary is responsible for logging the Wex cards in and out to active drivers on an as needed basis, collecting receipts on a daily basis, reconciling the transactions, and sending all documentation to the Purchasing department weekly.

Driver

The driver is the individual that the card is issued to. The driver is responsible for following all guidelines for purchases, maintaining their TX driver's license, informing the P-Card Coordinator of any driver profile updates, maintaining card security while in possession of the card, providing all requested documentation, and explanation of any questioned transactions.

Controls & Audits

The fuel card program uses internal management controls to manage and audit the process to ensure that procedures are followed. Several controls are available to the District and may be implemented for each driver that uses a fuel card.

All Budget Managers, Secretaries and Drivers will be required to attend an annual training on the fuel card program and sign a Wex Fuel Card Agreement. Each campus/department secretary will be audited each fiscal year to check the processes, procedures, and safekeeping of the program. Additional audits may occur at the discretion of the Purchasing department.

Lost, Stolen, or Compromised Cards

If at any point any person(s) feel a Wex Fuel Card is lost, stolen, or compromised they are required to contact the P-Card Coordinator or Purchasing Director immediately. The card will be deactivated and a new card will be ordered.

Spending Limits

All fuel cards have an assigned daily spend limit. Limits vary for each card based on the need as determined by the Purchasing department and the Budget Manager. If a temporary or permanent change is necessary, a request must be submitted using the Wex Maintenance Request form to the P-Card Coordinator with Budget Manager's signature. Once the request is approved by Purchasing the requestor will be notified that the change has been made.

Vendors

Wex Fuel Cards are considered universally accepted with 95% of U.S. fuel stations participating in the Wex Fuel program. A current list of accepting fuel stations can be found by visiting <https://www.wexinc.com/solutions/fleet-cards/wex-fleet-fuel-card-locations/wex-gas-stations-near-me/>.

Acceptable Purchases

Wex Fuel Cards are limited to fuel only types of purchases preventing the purchase of items and/or services that are not acceptable.

In addition to Purchasing department limitations, campus/department Budget Managers may choose to implement their own limitations such as time of day, days of the week, locations, fuel grades, and others that are considered acceptable for their department. Any additional limitation put in place by a Budget Manager will be monitored within their department/campus, not by the Purchasing department.

Card/Prompt ID Sharing

Card sharing is the practice of allowing an individual other than the assigned driver to have access to the card, card number, prompt ID, or any other information needed to initiate or complete a transaction.

Prompt ID's are issued to each driver individually. These shall never be shared or distributed in a manner that could allow the number to be retrieved by another party. The driver prompt ID entered at the time of purchase will identify the responsible party for the transaction.

The sharing of any Wex Fuel Card and/or prompt ID number is prohibited and will result in immediate termination of the card and card privileges.

Approval Procedures (Travel)

All fuel purchases that are made in relation to travel, excluding day to day business, must follow the travel guidelines provided by the Business department. A copy of the travel approval must be sent to Purchasing with attached receipts with the corresponding transaction report

Using the Fuel Card

BISD Vehicles & Equipment

Prior to pumping fuel, the driver should make note of the odometer. First, the driver will swipe their fuel card at the pump or inside of the fueling station. The correct odometer reading and the driver's prompt ID number must be entered prior to fueling. When fueling equipment that does not have an odometer the odometer number that will be used is 9999.

If fueling multiple vehicles or pieces of equipment, each transaction must be done separately for record keeping purposes. For example, if fueling a work truck, mower and trencher the transactions for each unit must be done in separate transactions. If fueling multiple tanks on one unit, one transaction is acceptable. For example, a truck that has two fuel tanks can be done on one transaction.

Each transaction is required to have a receipt and the driver is responsible for writing the BISD vehicle number on the receipt. If the equipment does not have a BISD vehicle number the receipt must have an identifying note made, such as - Crew 1 Mower.

Non-BISD Vehicles/Equipment

In the event BISD is responsible for fueling a vehicle or equipment that is not owned by BISD, the driver is responsible for reporting the beginning odometer and ending odometer on the Non-BISD

Vehicles/Equipment Form. The form must be completed entirely, signed by the driver, and turned in with all receipts.

Resolving Billing Errors, Disputes and Fraudulent Charges

The Driver and Budget Manager are responsible for resolving disputes with the vendor. Most disputes can be resolved by calling the vendor and having the vendor issue a credit back to the charged fuel card. Never accept cash, store credits, or gift cards in lieu of a credit to the fuel card. Contact the P-Card Coordinator for guidance if a vendor insists on providing a credit in a form other than a credit back to the fuel card.

If the vendor fails to promptly credit your account, submit a Dispute Form to the P-Card Coordinator within 30 days of the transaction date. Document all correspondence including dates, individuals involved, and a brief description of the problem and keep this form in your records, filed with the original receipt. If the credit does not appear on the same invoice as the charge, the charge will need to be allocated to the assigned department's fuel budget. Once the credit is received, it will be returned to the same budget code.

If at any point the campus/department feels that fraudulent charges have been made on the fuel card the P-Card Coordinator and/or the Purchasing Director must be notified immediately. The card will be cancelled with Wex and a new card will be issued.

If any charge, fraudulent or not, requires a dispute to be filed with Wex additional forms and details will be requested.

Reconciliation Procedures

Transaction Reports are created each business day by the Purchasing department for departments that utilized their fuel cards the previous day. Transactions made on weekends or District holidays will be included in the next business day's report.

The report will provide the following information downloaded from the Wex Fuel Card program:

- | | |
|---|---|
| <ul style="list-style-type: none">• Card Information<ul style="list-style-type: none">○ Last 5 digits of card number○ Name embossed on the card○ Transaction Device• Driver Information<ul style="list-style-type: none">○ Driver Name○ Driver's Campus/Department• Vehicle Information<ul style="list-style-type: none">○ Vehicle Identification<ul style="list-style-type: none">▪ Blank column – information provided by secretary○ Current Odometer○ Previous Odometer○ Distance Driven○ Fuel Economy○ Cost per Distance | <ul style="list-style-type: none">• Transaction Information<ul style="list-style-type: none">○ Posted Date○ Transaction Date○ Transaction Time○ Transaction Ticket Number○ Transaction ID○ Merchant Name○ Merchant Address○ Merchant Phone Number○ Product Class○ Product○ Product Description○ Units○ Unit of Measure○ Unit Cost○ Total Fuel Cost○ Exempt Tax○ Net Cost |
|---|---|

The secretary for each campus/department is responsible for collecting receipts daily. The secretary will use these receipts to reconcile each charge by entering the Vehicle Identification on the transaction report

provided by Purchasing daily. Examples of Vehicle Identification would be the BISD Vehicle Number (B1830), a description of the equipment (ditch digger or crew 1 mower), or description of the vehicle fuel (U-Haul Rental for BHS Band). The weekly sheet must be completed by Wednesday of the following week. After completion of the spreadsheet the secretary will neatly interoffice the original fuel receipts and any other documentation to Purchasing notating the week that the receipts pertain to. Failure to send documents or complete the transaction report in a timely manner will result in an issue notice.

Purchasing will print and file the weekly sheet with the receipts. Audits to ensure that all receipts are accounted for will happen in the Purchasing department.

Issue Notices & Warning Notices

Violations governing the use of fuel cards such as noncompliance with policies or procedures and misuse could result in disciplinary actions up to and including employment termination and civil and criminal charges. Violations of policies and procedures governing the use of the fuel cards will result in an Issue Notice or Warning Notice. Any alleged violation or questionable transaction could result in an immediate suspension of card privileges pending a review to determine what, if any, action is appropriate. The Director of Purchasing and the P-Card Coordinator have full authority to suspend a Cardholder's privileges. In specific circumstances, there may be a need for the District to apply more stringent actions than those outlined below. Such actions will be applied on a case-by-case basis, as deemed necessary.

Issue Notices

Issue Notices are assigned to the individuals who violated the use of the fuel cards as described in this manual. For campus/department cards that are logged in and out, notification will be sent to the Driver, Secretary and Budget Manager. For Individual Cards, notification will be sent to the Driver and Budget Manager. All Issue Notices must be signed by the individual who the notice was addressed to and returned to Purchasing within 7 calendar days to signify understanding of the Fuel Card Manual. Upon receipt of the 3rd Issue Notice the individual will be required to attend additional Fuel Card program training. After three Fuel Card Issue Notices and the required training, the next notice will result in a Fuel Card Warning Notice.

P-Card Warning Notices

The Warning Notice is sent directly to the Budget Manager of the individual who has surpassed the three (3) Issue Notices. It will outline past and current issues and will be the responsibility of the Budget Manager to address the issues with the driver directly. Two Warning Notices will initiate a review by the Purchasing Director and will be reported to the appropriate cabinet member.

Appeal Process

If you feel like your notice was received in error or the situation was out of the individual's control, you can appeal your Issue Notice utilizing the explanation area at the bottom of the notice or by attaching a separate sheet and signing the notice. All documents must be submitted to the P-Card Coordinator for review. These will be reviewed and a response will be sent back to you after the review process.

Examples of Issues:

- PIN Sharing - immediate termination of fuel card privileges
- Card Sharing - immediate termination of fuel card privileges
- Missing receipt
- Not providing receipts daily
- Not indicating the vehicle ID on receipts
- Incorrect Odometer prompt
- Overdue Transaction Report reconciliation
- Etc.

Fraud, Waste & Abuse

All BISD employees are responsible for ensuring that the District's assets are safeguarded from fraud, waste, and abuse. The Budget Manager will seek restitution for any inappropriate charges made to the fuel card. Fraudulent or intentional misuse of the card will result in revocation of the card and/or possible criminal charges, including termination. Any employee who knowingly:

- Uses a fuel card for personal gain
- Purchases items that are not authorized for purchase
- Purchases items in violation of District policies and procedures
- Retains for such employee's personal use a rebate or refund from a vendor, bank, or other financial institution for a purchase or the use of a fuel card shall be subject to immediate termination of employment, restitution for the amount of the improper purchases, and criminal prosecution.

A Cardholder's supervisor who knowingly, intentionally, willfully, or recklessly allows or who conspires with an employee who is issued a fuel card to violate any guidelines or District policies may be subject to immediate termination of employment and/or criminal prosecution, as determined by Human Resources. An employee may report improper activities through their supervisor, or directly to the Purchasing department.