



## University of Connecticut WEX Fuel Card Program Policy

### Introduction

Welcome to the University of Connecticut WEX Fuel Card (“WEX Card”) Program. The University WEX Card issued by, WEX Inc., is a credit card which acts as a fuel procurement tool for off-site campus fueling. The University’s WEX Card Fuel Program is designed to delegate authority and capability to quickly and conveniently purchase fuel off-site directly from any major U.S. gas station for authorized business purposes. The benefits of the WEX Card to the Department and the University are significant and include:

### Benefits of the Program

- Accepted at 95% of U.S. fuel stations
- Automatic accounting
- Online and mobile account access
- Allows for monitoring controls and alerts such as spending limits, fueling instances, and odometer readings
- Allows to fuel more securely with required Driver PIN and Mileage entry
- Provides end users with greater autonomy

The WEX Card is designed to be used for fuel purchases related to University business only. Use of the WEX Card for personal purchases is strictly prohibited. The Departments who are authorized use of a WEX Card are responsible for monitoring the effectiveness of the WEX Fuel Program and user compliance with the procedures outlined in this Program Policy. If you have any questions regarding the Program, or the appropriate use of the WEX Card, please contact Erin Lirot, the Facilities Operations WEX Administrator at [wexcard@uconn.edu](mailto:wexcard@uconn.edu).

### How it Works

Select University vehicles are assigned a WEX Card and the card restricts fuel purchases to authorized drivers with a valid personal identification number (PIN). The WEX Card simplifies the procurement and disbursement process by facilitating point-of-demand procurement. Purchasing authority is delegated to select departments with University owned vehicles enabling the drivers to fuel off-site. The vendor validates purchases made with the WEX Card at the point-of-sale. The WEX system validates the transaction against pre-set limits and reporting fields established by the University which include:

- Driver PIN Number
- Restricted to Fuel Purchases only
- Vehicle Odometer Readings
- Fueling Transaction Instances
- Fuel Tank Capacities

The authorization process occurs through an electronic system that supports the WEX Card processing services under the University’s agreement with WEX Inc. In addition, select Facilities Operations

personnel and the WEX Department Card Administrator and Department Fiscal Officer (if requested) have the capability to view a large selection of reports to effectively monitor the use of WEX Cards.

## **Responsibilities of Use**

### **Responsibilities of the Authorized Driver**

Authorized Driver is defined as a University employee or student designated by the Department to utilize a WEX Card assigned to a University owned vehicle and make WEX Card fuel purchasing transactions on behalf of the University. The Driver is responsible for:

- Submitting a Driver Authorization Application to Facilities Operations WEX Administrator. Application can be found at [www.fo.uconn.edu/departments/trade-services/fleet-services/wex/](http://www.fo.uconn.edu/departments/trade-services/fleet-services/wex/);
- Purchasing in accordance with the procedures outlined in the WEX Fuel Card Program Policy;
- Using the WEX Card assigned to the department only for the department vehicle(s);
- Using the WEX Card for University fuel purchases only;
- Entering the correct odometer reading at the time of fuel purchase;
- Reporting lost, stolen, or identified misuse of the WEX Card to the Department WEX Administrator immediately through completing the 'WEX Lost or Stolen Form'. This form can be found at [www.fo.uconn.edu/departments/trade-services/fleet-services/wex/](http://www.fo.uconn.edu/departments/trade-services/fleet-services/wex/);
- Safeguarding the WEX Card securely at all times when in custody, including, but not limited to, protecting WEX Card number and Driver PIN number;
- Notifying the WEX Department Administrator of any changes of driver information (license status, demographic updates, employment status, etc.) immediately;
- Repayment of improper charges and personal liability for misuse.

### **Best Business Practices**

- Maintain all supporting documentation (e.g., proper receipts, etc.) for fueling transactions. This internal control will support Department WEX Administrator and Fiscal Officer reconciliations, assist should there be any accounting discrepancies, and substantiate transactions. If receipt has been misplaced or cannot be produced, a 'Missing Receipt Affidavit' has been developed which can be completed and submitted to the Department WEX Administrator. This form can be found at [www.fo.uconn.edu/departments/trade-services/fleet-services/wex/](http://www.fo.uconn.edu/departments/trade-services/fleet-services/wex/).

### **Responsibilities of the Department WEX Administrator**

The Department WEX Administrator is defined as that individual designated to request the department WEX Card(s), request the addition of new drivers to the WEX Card, and monitor the use of the WEX card(s) assigned to the department to ensure program compliance. The Department WEX Administrator is responsible for:

- Submitting the WEX Card Application to his or her Reporting Authority (Department Head/Dean/Director) for approval;
- Submitting Additional Authorized Driver Applications to Facilities Operations to add drivers to the WEX Card for department vehicle(s);

- Providing the Driver PIN number assigned by WEX, maintained in WEX online portal, to authorized drivers upon notification of Facilities Operations Additional Driver Application approval;
- Completing the 'WEX Fuel Card Approval and Receipt Acknowledgement' to confirm fuel card receipt. This notification form will be provided by Facilities Operations. Note: Card will remain in a suspended status and not be activated until form is completed and signed;
- Maintaining all WEX Card fuel documents in a secured location at all times (locked cabinet preferred);
- Safeguarding WEX Card security at all times when not being utilized by an authorized driver, including, but not limited to, protecting WEX Card number(s) and Driver PIN number(s);
- Assisting drivers in submitting applications, in verifying and resolving credits, and discrepancies, as needed;
- Following up with the vendor to resolve disputes and arranging for returns credits, etc., as needed;
- Utilizing the 'Statement of Questioned Item' form developed to document identified discrepancies or anomalies. This internal control will support potential audit inquiries, substantiate the authenticity of the transactions, and provide reasoning behind the nature of the transaction. This form can be found at [www.fo.uconn.edu/departments/trade-services/fleet-services/wex](http://www.fo.uconn.edu/departments/trade-services/fleet-services/wex) and should be submitted to Facilities Operations for record keeping purposes in addition follow up with WEX if required.
- If identified, notifying Facilities Operations WEX Administrator of sales tax charges incurred in either Connecticut or Florida. Related receipt should be obtained and submitted to [wexcard@uconn.edu](mailto:wexcard@uconn.edu).
- Reviewing transactions online regularly for odometer reading reasonableness, fueling transaction instances, and fuel consumption against tank capacities to ensure alerts/controls are in place and spot check transactions that are unusual for department. Investigate unusual transactions;
- Retaining WEX documentation at specified location, in compliance with State, University or grant guidelines for record retention (minimum of seven (7) years). Prior to disposal of documents, the Record Manager must receive permission from the UConn archivist within the Dodd Center. University Paper and Digital Record Requirements can be found at <https://rim.uconn.edu/>;
- Notifying the Facilities Operations WEX Administrator of any changes of authorized drivers (separation from the department, demographic changes, license status, etc.);
- Reporting lost, stolen, or identified misuse to the Facilities Operations WEX Administrator immediately upon receiving the 'WEX Lost or Stolen Form' from the driver. Form should be emailed to [wexcard@uconn.edu](mailto:wexcard@uconn.edu).

#### Best Business Practices

- Collect and maintain receipts from drivers(s) ensuring timely retrieval for record keeping and auditing purposes;
- Utilize the monthly WEX Card Log Sheet developed for all driver fuel transactions. This internal control will support reconciliation of the online WEX Purchasing Activity Report and KFS. This Card Log Sheet can be found at [www.fo.uconn.edu/departments/trade-services/fleet-services/wex](http://www.fo.uconn.edu/departments/trade-services/fleet-services/wex).

### **Responsibilities of the Fiscal Officer**

Fiscal Officer is the department's financial representative responsible for reviewing WEX Card transactions after reconciliation and processing by the Department WEX Administrator. The Fiscal Officer is responsible for:

- Reviewing monthly WEX Card transactions recorded to their KFS account(s);
- Ensuring that correct object codes are used on transactions;
- Reviewing validity of a transaction and monthly billing by reviewing the WEX Purchasing Activity Report, other documentation (if required by the department), and review of WEX online portal if necessary;
- Preparing various reports if requested;
- Maintaining archived WEX Card documents at the business office for audit purposes.

### **Responsibilities of Reporting Authority**

Reporting Authority is defined as that individual who has oversight responsibility for purchases and for administering the department's budget (e.g., the dean, director or department head). The Reporting Authority is responsible for:

- Designating one (1) individual in the department to act in the capacity of the Department WEX Administrator;
- Approving submitted WEX Card Applications submitted by Department WEX Administrator and emailing the Facilities Operations WEX Administrator of application approval. Note: Approval authorizes the Department WEX Administrator to be custodian of the card for the department; however the Reporting Authority acknowledges that he or she is directly responsible for the proper use and safeguard of the card;
- Ensuring that the Department WEX Administrator has the proper tools and documentation to monitor the program and reconcile business transactions;
- Overseeing WEX Card Fuel Program for their respective department.

### **Responsibilities of Facilities Operations WEX Administrator**

Facilities Operations WEX Administrator is responsible for issuing the WEX Cards to departments for University owned vehicles and adding the approved drivers into the WEX online portal. The Facilities Operations WEX Administrator is responsible for the following:

- Placing request for WEX Cards in WEX online portal once WEX Card Application approval is received from Reporting Authority;
- Updating WEX Cards received to a 'suspended' status in online portal and make arrangements with department for delivery;
- Signing the 'WEX Fuel Card Approval and Receipt Acknowledgement' to confirm fuel card delivery;
- Reviewing and entering Driver information in WEX Online Portal when Driver Application is received by driver;

- Reviewing Additional Driver Application Requests submitted by Department WEX Administrator to determine if driver is an existing driver in WEX online portal or if Driver Application needs to be submitted;
- Adding approved drivers to WEX online portal and providing notification to Department WEX Administrator;
- Prior to WEX card expiration, notifying the Department WEX Administrator that a new WEX Fuel Card Application and Driver Applications will have to be completed. This will occur every two years;
- Periodically reviewing employment status of authorized drivers and obtaining email confirmation from department verifying status. Making updates to driver records in the WEX online portal as necessary;
- Periodically reviewing the administration tab for department logins to ensure departments are reviewing/reconciling the reasonability regarding usage of cards;
- Assisting with department inquires and needs including, but not limited to, application processes and WEX online portal screens and reporting tools;
- Renewing Tax Exemption and Reporting Program Enrollment form every two years (October). Starting at 120 days prior to the expiration of your tax exemption form(s), WEX will send three monthly reminders that renewed forms are required;
- Renewing Certificate of Buyer of Taxable Fuel form for federal exemptions every two years (October). Starting at 120 days prior to the expiration of your tax exemption form(s), WEX will send you three monthly reminders that renewed forms are required.

## **WEX Card Administration**

### **Acquiring a WEX Card:**

An individual assigned a University NetID, designated by the Reporting Authority, will be permitted to receive a WEX Card(s) and designated as the Department WEX Administrator. The following forms must be completed for fuel card use:

- WEX Fuel Card Application
- Driver Authorization Application
- Additional Driver Application
- WEX Fuel Card Approval and Receipt Acknowledgment

The Driver, Department WEX Administrator, and Reporting Authority are required to read the WEX Fuel Card Program Policy and must adhere to all WEX Card policies and procedures outlined therein.

### **Canceling WEX Cards or Removing Drivers:**

To cancel a WEX Card, the card must be sent to the Facilities Operations WEX Administrator, along with a written request for cancellation from the Department WEX Administrator to [wexcard@uconn.edu](mailto:wexcard@uconn.edu). WEX Department Administrators are responsible to notify Facilities Operations to remove the driver from a vehicle WEX Card prior to leaving the University or accepting a position in a new department.

### **Renewal of Existing WEX Cards:**

A new WEX card will automatically be sent to the Facilities Operations WEX Administrator at least thirty (30) days in advance of your current WEX Card's expiration date. Facilities Operations will notify the Department WEX Administrator that a new WEX Fuel Card Application will have to be completed before card distribution and activation occurs. In addition, new Driver Applications will have to be completed by all drivers assigned to department vehicles. This will occur every two years.

### **Lost or Stolen WEX Cards:**

It is the responsibility of the Driver to report a lost or stolen WEX Card immediately. Notification must be given to the Department WEX Administrator who then is to notify the Facilities WEX Card Administrator at the time of the occurrence. Verbal reports of lost or stolen WEX Cards must be followed in writing utilizing the "WEX Lost or Stolen Form" as soon as possible and sent to [wexcard@uconn.edu](mailto:wexcard@uconn.edu). This form must be signed by the Driver and the Department WEX Administrator.

### **WEX Card Security:**

Only authorized Drivers may use the WEX Card in accordance with established procedures. WEX Cards, WEX Card numbers, and Driver PINs must be safeguarded by the Driver and Department WEX Administrator against use by unauthorized individuals within or outside the University.

### **Misusing the WEX Card:**

The WEX Card represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets. As an Authorized Driver, you assume the responsibility for the protection and proper use of the WEX Card. The following situations are examples of misuse of the WEX Card:

- Use of WEX Card for personal purchases;
- Use of WEX Card by individual other than Authorized Drivers assigned to department WEX card(s);
- Use of the WEX Card to purchase an item other than fuel for the department vehicle(s);
- Use of the WEX Card in excess of assigned card limits, available budget and/or after the expiration date of an agreement.

### **Best Business Practice - Record Keeping:**

A monthly WEX Card Log Sheet has been developed and is encouraged to be used as an internal tool to assist the Department WEX Administrator and Fiscal Officer in the recording and filing of WEX transactions. The information contained on this log will assist with the reconciliation to your monthly online WEX Purchasing Activity transaction account statement and the University accounting system, KFS. Additionally, this log sheet can be used to retain supporting documentation such as fuel receipts to substantiate transactions and assist in resolving discrepancies or anomalies that may be identified. The WEX Card Log Sheet can be found at [www.fo.uconn.edu/departments/trade-services/fleet-services/wex](http://www.fo.uconn.edu/departments/trade-services/fleet-services/wex); The following information is captured on the WEX Card Log:

- Department name
- WEX Department Administrator
- WEX Card Number
- Vehicle Number (Plate)
- Closing Statement Date
- KFS account number assigned to vehicle and WEX Card
- Transaction Information:
  - Name of driver
  - Date of Fueling
  - Vendor
  - Fuel Type
  - Gallons of Fuel Pumped
  - Fuel Cost
- WEX Purchasing Activity Statement: Indicate with a check mark if item reconciles with the online statement obtained from the WEX online portal. Use the comment area on the record keeping log sheet to address unreconciled items. Unreconciled items might include duplicate charges and/or unusual circumstances.

**\*\*\* IMPORTANT THINGS TO REMEMBER \*\*\***

- Please remember that the University is a tax exempt institution and purchases should not include any state sales tax within the state of Connecticut or Florida. If tax was charged, the Department WEX Administrator should notify Facilities Operations by email at [wexcard@uconn.edu](mailto:wexcard@uconn.edu) and include the receipt in question. Facilities Operations will work with WEX, Inc. to credit the charge.

**WEX Card Reviews:**

To ensure the continued success of the WEX Card Fuel Program and to meet the audit requirements of the University, various government agencies, and the requirements of this Program, periodic reviews may be made of accounts to ensure that policies and procedures are being followed.

Reviews may be conducted for the purpose of confirming compliance to established procedures stated in the WEX Fuel Card Program Policy and to report areas of WEX Card misuse to the Facilities Operations WEX Program Administrator for further action: Consequences of misuse may include any one (1) or combination of the following remedial actions:

- Verbal notification of infraction;
- Written notification with copies sent to Department WEX Administrator and Reporting Authority;
- Temporary suspension of WEX fuel card use;
- WEX Card suspension with permanent loss of privileges;
- Disciplinary action up to and including dismissal, personal liability and repayment (referred to Human Relations Department for disposition).

