

WEX Fuel Card Agreement Form

WEX credit cards are assigned to Arkansas Tech Employees for fuel usage, when traveling on the behalf of the University. **WEX cards shall not be used for anything other than fuel and are only available for use when traveling in a rental vehicle. Per the Arkansas State Regulation, WEX Cards can only be used on University owned vehicles or rental vehicles.** Travel Services is to be notified immediately if a card is lost or damaged, so a replacement card can be ordered.

Obtaining a Card-To check out a card, you must submit a request to Travel Services at travel@atu.edu. Cards are issued the last working day prior to rental usage or the day of travel. The card must be signed out when leaving, and signed back in no later than the end of the next business day after returning to work. Travel Services maintains a check in/out log for all rental WEX cards.

Rental Vehicle Usage-WEX credit cards shall only be distributed from Travel Services, after the travel has been approved and a purchase order has been issued for the rental vehicle (see Obtaining a Card). **Fuel receipts must be emailed to the Travel Office (travel@atu.edu) upon returning.**

Facilities Management-Facilities Management has a grouping of WEX cards for FAMA use only. One FAMA staff member shall maintain a check out/in list of all cards. The cards shall be signed out/in for each usage. These WEX credit cards can be used for all FAMA vehicles and/or equipment for fuel. Receipts must be obtained and emailed to the Travel Services.

General Information-The individual employee's personal identification number (PIN) is to be used for any transaction on the WEX credit cards. A PIN number is assigned to each individual and can be provided to you at the time of card pickup.

If you have any questions or issues using the cards, please notify Travel Services at 479-356-6209. Thank you.

By my signature below, I agree and understand the policy state above.

Signature: _____ Date: _____

Card Name: _____