

The card is to be used for official VSU business only. Personal charges are not allowed and will result in cancellation of the Driver ID or termination of employment. The Driver will be personally responsible for reimbursing VSU for any personal charges on billings. Use of the fuel card automatically deducts federal excise tax, state and county sales taxes on gas purchased at merchants that accept the Wright Express fuel card.

#### Fuel Cards:

Each State vehicle is assigned a fuel card that is kept in the vehicle at all times. The information on the card includes the VSU account number and prefix, the vehicle card number, the VSU vehicle number and the expiration date. The card is to be used to purchase fuel only for the vehicle to which it is assigned. Valdosta State University does not allow the fuel card to be used for vehicle maintenance or repair purchases.

If the card is lost or stolen, the driver must immediately inform their manager and Procurement Services (Procurement Services). If the incident occurs after office hours or on weekends, the driver must call Wright Express Customer Service at 1-800-899-0111.

# Valdosta State University Fuel Card Program Application & User Agreement

## Procedure:

- 1) The driver inserts the fuel card into the pump.
- 2) The driver inputs the exact odometer reading do not include tenths of miles round up to the next mile.
- 3) The driver inputs the Driver ID number.
- 4) Driver then selects either regular grade gasoline or diesel which is appropriate for the vehicle in use.

**NOTE:** Avoid giving a Driver ID to a station attendant – insist on entering the number without the help of the attendant. Do not allow the card out of sight during a sales transaction.

DRIVER