



DEPARTMENT OF ADMINISTRATION

Enterprise Policy

DCAMM – FLEET WEX CARD – 2025 Division of Capital Asset Management & Maintenance Fleet WEX Card Policy

Richard Bremilst

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Richard.bremilst@doa.ri.gov

1. Purpose

The purpose of this policy is to clarify the appropriate use of State of Rhode Island (“State”) issued Fleet fuel cards (“WEX cards”). State issued WEX cards are to be used for purchasing fuel, emergency tows, and vehicle maintenance /repairs of State-owned and operated motor vehicles at commercial locations in Rhode Island, in the United States, and within the U.S. territories and Canada.

2. Applicability

Licensed drivers of state vehicles are authorized to pay for fuel and maintenance for those vehicles with the Wright Express, Inc. (WEX) Fleet Card. The Fleet WEX Card is accepted at over 180,000 fueling and maintenance sites in all 50 states, U.S. territories, and Canada. Each State Fleet vehicle, whether owned, leased, or long-term rental greater than two (2) months, has an assigned WEX card for the expressed use of fueling or acquiring maintenance for that vehicle.

3. Definitions

- a. “Authentication” means the act of entering required information, when prompted, prior to finalizing a transaction. WEX requires users to enter corresponding vehicle mileage and then a 4-digit PIN number issued to each individual user to execute a transaction.
- b. “ChargePoint” is a key tag utilized to access electric vehicle charging hardware. Transactions via a ChargePoint key tag are processed through WEX electronically. No WEX card needs to be present during the transaction.
- c. “Driver Card” is a WEX card that is not tied to a specific vehicle and does not display a corresponding vehicle identification number (VIN). These cards are limited to a select few State Fleet and agency members to use for State Fleet purposes when a vehicle card is not appropriate. All restrictions on a card assigned to a vehicle apply to this card as well. Examples might include fuel for State-owned lawn equipment or fuel for backup

power generators. These cards will display the user's first and last name embossed on to the front of the card.

- d. "Duplicate Payments" shall mean payments made to a vendor more than once for the same expense, regardless of how the payments were made, either by the WEX card or via a State Fleet Operations (SFO) work order.
- e. "Expenditure Buckets" are individual categories with a maximum spend amount for each transaction, and a maximum frequency in which transactions coded for specific buckets of money may be spent within a 24-hour period.
- f. "Fleet Service Representative - FSR" means the agency designated representative responsible for the fleet matters who acts as a liaison to State Fleet.
- g. "Fuel" is a substance that is burned or expended as a source of energy to power a motorized vehicle such as gasoline, diesel, or electricity.
- h. "General Merchandise" is a generic coding term used by vendors to describe a product that cannot be easily defined or categorized during a transaction. For purposes of this policy, general merchandise refers to that specific term and code used by vendors for items unrelated to vehicle or equipment operations, care, or maintenance. Examples of prohibited general merchandise include, but are not limited to food, beverages, tobacco products, and alcohol.
- i. "Invoice splitting" is the act of taking the balance of an invoice and dividing it into multiple payments with the intent to circumvent a financial threshold such as the card limit. If charges are applied to one or more cards with the intent to pay the balance of single purchase with multiple payments, this will be considered invoice splitting.
- j. "Misuse" means utilizing the WEX card in any manner that conflicts with this Policy.
- k. "Master Price Agreement (MPA)" means a pre-negotiated contract that establishes the pricing terms for goods or services that will be purchased over a specific period
- l. "Personal Identification Number (PIN)" means the unique number assigned to each driver that must be utilized to initiate a purchase with the State's WEX card.
- m. "Pre-Approval ID" means a unique sequence number assigned to each WEX Card holder, which shall be issued by SFO and used to monitor and track the holder.
- n. "Pre-Approval" is the process by which agencies and State Fleet evaluate a purchase before it is made, to determine compliance with Division of Purchases regulations. If an anticipated purchase is expected to exceed the maximum amount set in any of the

expenditure buckets, the pre-approval process will help determine the qualifications of the purchase, whether this is the appropriate payment method, and evaluate whether it can be made prior to a state employee completing the transaction.

- o. “Products” are items purchased for immediate consumption by the authorized user for purposes directly related to vehicle(s) and equipment owned, leased, rented, or borrowed by the State of Rhode Island to conduct official business on behalf of the State. Products consumed must be vehicle related to solve a mechanical defect and adhere to manufacturer’s specifications or be of greater quality.
- p. “Services” is when a WEX vendor performs a service intended to rectify a mechanical deficiency so that a vehicle is placed back into service and will be compliant with safety inspections. Services may also be used to clean a vehicle or piece of equipment.
- q. “State Fleet Operations (SFO)” means State Fleet activities that are administered by the Division of Capital Asset Management and Maintenance (DCAMM) for the Department of Administration.
- r. “State Fleet Administrator” refers to the head of State Fleet Operations.
- s. “State Purchasing Agent” means an individual authorized by the State of Rhode Island to purchase goods, services, and equipment on behalf of the State of Rhode Island.
- t. “WEX Card” means the Wright Express, Inc fleet card, which can be utilized for purchasing fuel and/or services for State-owned vehicles or equipment.

4. Procedures for the WEX Card Use

- a. **Types of authorized purchases:** Per this policy, a vehicle driver with an active PIN is authorized to use the WEX card for the purchase of fuel, products, car washes, towing, and limited maintenance, or repairs for State-owned and operated motor vehicles or equipment. A WEX card is issued to a specific vehicle and must only be used for the vehicle for which it is issued. When prompted for mileage during a transaction, it is essential that an accurate odometer reading be recorded to prevent a declination of the transaction. The agency who owns and operates a State-owned vehicle is the State’s agent responsible for each purchase and/or transaction made with the vehicle-issued WEX card. Odometer entry is required. Driver card transactions follow the portal’s non-vehicle workflow and are excluded from vehicle-mileage validation. As such, when used, driver cards will enter an odometer reading of 999,999.

- (i) **Authorized Transactions:**

- (1) Regular unleaded fuel (87 and 89 Octane); however, 87 octane fuel should be utilized unless otherwise specified by the manufacturer

- (2) Immediately consumable items (e.g., a quart of oil or washer fluid)
- (3) Required maintenance
- (4) Car washes (not to exceed agency or departmental policy)
- (5) Mechanical repairs

(ii) **Unauthorized Transactions** – Unless prior written authorization is received from SFO, the following transactions are prohibited:

- (1) Use of card for any vehicle other than the one imprinted on the card
- (2) Duplicate payments for the same service or product
- (3) Procuring prohibited products, services, or goods (e.g., items coded by the vendor as general merchandise/convenience store items such as maps, air fresheners, food, etc. or items re-coded with the intent to circumvent this control mechanism)
- (4) Premium or full-service fueling (unless required by state law). Premium/full-service fueling is prohibited unless the vehicle is on SFO's Premium Fuel Exception List (by vehicle identification number (VIN)). SFO reviews/renews exceptions annually. SFO monitors WEX data and flags off-list premium purchases for agency remediation.
- (5) Excessive preventative maintenance of the vehicle (ONLY purchase manufacturer's recommended maintenance authorized by SFO)
- (6) Excessive car washes or detailing beyond agency established frequency.
- (7) Aftermarket performance products (e.g., performance exhausts, enhanced stereo systems, or oversized wheels), which is work that enhances vehicle performance or the outward appearance beyond the vehicle's specifications when the vehicle was purchased; vehicle upgrades or enhancements that alter the original safety devices; or work that serves to alter emissions control devices.

(iii) **For problems using the Fleet WEX card** - During normal business hours 8:30 am – 4:00 pm, contact SFO at **(401) 222-6214**. For problems after hours or on weekends, contact the toll-free number on the back of each WEX card.

Confirming the WEX card belongs with a vehicle - Each fleet vehicle has a corresponding fleet WEX card. The vehicle identification number (VIN) number is embossed on the face of the card. Drivers should verify the VIN on the WEX card matches the VIN on the vehicle being fueled.

PIN Issuance – If you need assistance to find your PIN, contact your agency FSR. PIN numbers are issued at the request of the agency's FSR or Chief Financial Officer per SFO's [PIN issuance procedure](#).

- (iv) **Reconciliation & Retention** – When the WEX card is utilized for repairs or service a copy of the receipt must be obtained from the vendor. Original receipts pts will be stapled to the invoice and turned into the responsible agency to be filed and kept on record for a period of two years. Agencies must quarterly reconcile all transactions over the pre-approval threshold to the corresponding invoice and Pre-Approval ID using the SFO checklist. Retain records for two (2) years or the applicable records schedule, whichever is longer, and make available to SFO or the Office of Internal Audit and Program Integrity (OIAPI) upon request.
- (v) **Pre-Approval - Increasing the dollar limit on your state WEX card** – The State WEX card has a dollar limit associated with designated expenditure buckets based on the agency’s account settings. Each card has a profile with expenditure buckets (see below) with set maximum dollar expenditure and daily use/frequency of purchase limits depending on the agency. Agency chief financial officers and the State Fleet Administrator retain the right to increase, decrease, or prevent expenditures as required. Agencies and SFO retain the right to authorize temporary increases to accommodate operational necessities so long as the scope of the request falls within purchasing guidelines set forth by the Division of Purchases. Pre-Approval requests to alter expenditure limits or frequency of daily use must be made in writing to the agency’s corresponding FSR or State Fleet Administrator.

The default setting for each expenditure bucket depends on agency guidelines, and the daily frequency of transactions or purchases. The amount can be adjusted at the discretion of the chief financial officer and/or State Fleet Administrator.

Expenditure buckets are broken out as follows:

- (1) Fuel - default setting will be set at \$100 and with a limit of (2) transactions per day.
- (2) Maintenance - default setting will be set at \$2,500 for each transaction within a 24-hour period. This amount can be altered based upon specific agency guidelines, the operational requirements impacting the daily frequency of transactions, and with the approval of the chief financial officer and/or State Fleet Administrator.
- (3) Car Washes - default setting will be one (1) car wash per 24-hour period with vehicle detailing not to exceed \$500. Individual agency policies regarding car washes may be used in lieu of this frequency to ensure that the agency can meet or exceed its operational requirements.
- (4) Tows - default setting will be set at \$500 and with a limit of one (1) transaction per day unless otherwise authorized. The amount depends on agency guidelines, the daily frequency of transactions, and the approval of the chief financial officer and/or State Fleet Administrator.

b. Issues with using a WEX Card

- (i) **Ordering a replacement card** - Contact SFO at (401) 222-6214 to report the loss and to request a replacement card. You may also email the State Fleet Administrator for a replacement.
- (ii) **Declined transaction** - If you are unable to purchase fuel or vehicle services with the WEX card, call WEX at the number on the back of the card. As a last resort, you may use cash or your personal credit card, but you must obtain a receipt and seek reimbursement through your agency, per Accounts & Control A22 – Out of State Travel Policy. Your agency must apprise State Fleet requesting reimbursement, which will be made through a credit to their monthly billing.
- (iii) **What to do if the gas pump shuts off at a certain dollar threshold** - Some fuel merchants set dollar limits for purchases at customer-activated pumps when payment cards are used. If you reach the station limit but still need more fuel, you can begin a second transaction at the pump to finish filling. For pumping fuel to fill up a single vehicle, this will not be considered invoice splitting as you are making multiple distinct transactions.

c. **Maintenance, repairs and after hours needs**

- (i) Pre-approval thresholds & workflow
 - a) ≤ \$500: Routine maintenance may proceed with any WEX-accepting vendor.
 - b) \$501–\$2,500: Requires FSR pre-approval and use of an MPA vendor unless an exigency is approved by the State Purchasing Agent.
 - c) > \$2,500: Requires FSR pre-approval + SFO approval prior to work.
 - d) The approver must issue a Pre-Approval ID (portal pre-auth or work-order #). The ID must appear on the vendor invoice.
 - e) Pre-approvals expire after 15 calendar days or if scope/cost changes by >10%, whichever comes first.
- (ii) What to do if a State Fleet vehicle breaks down and needs to be towed –
 - a) You can obtain roadside assistance through the following methods, which are listed in preferred order:
 - (1) During business hours, contact the SFO by calling (401) 222-6214.
 - (2) If the vehicle is under manufacturer warranty, contact the manufacturer’s roadside assistance program.
 - (3) If you need a tow after normal business hours and the vehicle is not under warranty, contact WEX to coordinate roadside assistance using the toll-free number listed on your WEX fuel card. Contact SFO or your FSR the next business day to inform Fleet of the location of your vehicle so we can expedite

repairs. You must promptly inform State Fleet Operations of any after-hours roadside assistance events. Failure to promptly inform State Fleet Operations will result in an “unauthorized purchase” charge on your agency’s monthly Fleet vehicle invoice. When procuring after-hours roadside assistance, drivers must first contact vendors on *MPA-403 Auto and Truck Towing* for auto/truck towing services.

- d. **Charging your electric vehicle** - You can use your Charge Point scan card, which comes with every State Fleet electric vehicle to initiate electric vehicle charging. The data will be captured in the Charge Point data portal. The data is connected to each vehicle tag and published along with other fueling transactions in the weekly reports created by SFO.

5. Information for Vendors.

- a. **Processing State Fleet Transactions** - For all fuel transactions, or service or maintenance transactions under \$2,500:
 - a) If the credit card machine accepts WEX cards, simply swipe the card and follow the instructions. If the credit card machine is unable to accept the WEX card directly, call the number on the back of the card to be given a one-time Master Card number over the phone.
 - b) For service and maintenance transactions over \$2,500, prior to performing work, you must contact SFO.
- b. **Identifying if a vehicle belongs to the State** - You can easily identify State Fleet vehicles by the license plate and payment method. Fleet-owned vehicles typically have a State issued government license plate, typically yellow or black in color with a state emblem on it. If you encounter a State Fleet vehicle without a state license plate, ask the driver to provide the WEX card. The Vehicle Identification Number (VIN) is located on the lower left corner of the card.

6. Unauthorized Use of the WEX Fuel Card

- a. **The use of a WEX card by any individual for a purpose other than as outlined by this policy is strictly prohibited.** The State reserves the right to recover any funds expended from an unauthorized transaction.
- b. Any incident of misuse involving a state WEX card will be investigated and reported to the Division of Human Resources for further action as deemed appropriate. Examples of waste and fraud may include, but are not limited to:
 - (i) Invoice Splitting
 - a) Invoice splitting is prohibited. All incidents of suspected invoice splitting will be investigated.
 - (ii) Entering erroneous mileage to obtain services, fuel, or products

- a) Mileage thresholds are used to ensure quality of data captured and to minimize chances of misuse of the WEX cards. Incidents where the mileage threshold barrier is exceeded, whether intentional or accidental, will result in investigation.
- (iii) Using state issued WEX cards to procure services and products for personal use.
- c. Any incident or transaction where an individual knowingly circumvents security or financial controls for the purpose of obtaining products or services for personal use will be investigated and may result in disciplinary action up to and including termination of employment. Any individual who is determined to have violated this policy may be subject to immediate revocation of WEX card access privileges as well as discipline where appropriate and consistent with any applicable Collective Bargaining Agreement.

7. Required Forms and Instructions

- a. Sales Tax
 - (i) All WEX vendors will default to charge sales tax as that is the policy of WEX. Users are required to furnish a copy of the State’s tax-exempt certificate to prevent taxes from being charged at the time of transaction for purchases other than fuel. Agencies should furnish a copy of the tax-exempt form in each vehicle for WEX users to provide to vendors.
- b. For copies of all forms and more detailed procedural information, visit the State Fleet page on the DCAMM website.

8. Signature.

Director, Department of Administration

Date

<http://www.dcammm.ri.gov/>



WEX Fuel Card User Agreement Acknowledgement

As a user of a State of Rhode Island WEX Fuel Card, I agree to abide by the WEX Fuel Card Policy and authorized use restrictions as they relate to established policy:

1. I understand that the use of a WEX Fuel Card by any individual for a purpose other than as outlined by this policy is strictly prohibited, and the State reserves the right to recover any funds expended from an unauthorized transaction.
2. I understand that invoice splitting, taking the balance of an invoice and dividing it into multiple payments with the intent to circumvent a financial threshold such as the card limit, is prohibited.
3. I understand that entering erroneous mileage to obtain services, fuel, or products is prohibited.
4. I understand that any incident or transaction where an individual knowingly circumvents security or financial controls for the purpose of obtaining products or services for personal use is prohibited.

I acknowledge that I must adhere to this policy as a condition for receiving authorization to utilize the WEX Fuel Card.

I understand that any individual who violates this policy may be subject to investigative procedures, the immediate revocation of WEX card access privileges, and/or employee discipline as deemed necessary consistent with the requisite Collective Bargaining Agreement, where applicable.

I have read and agree to comply with the policy set forth herein.

Print Name

Agency/Business Unit

Signature

Date