

UNITED STATES DEPARTMENT OF AGRICULTURE


Farm Service Agency
Washington, DC 20250

Notice AS-2274

For: State and County Offices

FSA-Owned Wright Express (WEX) Fleet Card Procedures

Approved by: Deputy Administrator for Management



1 Overview

A Background

OMB Circular 123, Appendix B, Section 4.9 provides examples of potential charge card offenses and remedies or penalties for charge card offenses. Inappropriate purchases are most severe when they result in an intentional private gain for the purchaser with little to no benefit to FSA. Agencies **must** comply with **all** applicable laws and regulatory guidance in determining whether to impose disciplinary or adverse action in any specific case.

An officer or employee who willfully uses or authorizes the use of a passenger motor vehicle or aircraft owned or leased by the U.S. Government, **except** for official business authorized by OMB Circular 123, Appendix B, Section 1344 shall be suspended without pay. The officer or employee shall be suspended for at least one month. If circumstances warrant the suspension could be for a longer period or the individual may be removed from office.

B Purpose

This notice informs employees how to properly use the WEX fleet card for FSA owned or commercial leased vehicles.

Disposal Date	Distribution
September 1, 2015	State Offices; State Offices relay to County Offices

2 USDA WEX Fleet Card Program

A Vehicles Covered Under the USDA WEX Fleet Card Program

Vehicles that are FSA owned or commercially leased are covered under the USDA WEX fleet card.

Note: GSA-leased vehicles are **not** included in the USDA WEX fleet card program. GSA leased vehicles are covered under the GSA WEX fleet cards supported by the GSA fleet management for support.

B WEX Fleet Card Personal Identification Numbers (PIN's)

For FSA owned or commercially leased vehicles:

- **only** one WEX fleet card is issued per vehicle,
- WEX fleet card users are assigned PIN's,
- PIN's are **required** for card use,
- PIN's serve as an electronic signature,
- sharing PIN's is prohibited,
- officers or employees shall **not** write PIN's on the WEX fleet card, and
- lost and or stolen PIN's **must** be reported and cancelled immediately.

C Authorized Usage

The USDA WEX fleet card is the **only** card that may be used to make the following purchases for FSA owned or commercial leased vehicles:

- fuel that includes self-service, regular grade, or alternative fuels,

Note: Mid-grade fuel can be purchased if priced the same as regular grade fuel.

- maintenance, repair, and monthly car washes, **not** to exceed \$25 a month, and
- FSA-authorized roadside assistance that includes towing, battery charging, and emergency tire changing.

Note: USDA purchase cards and travel cards shall **not** be used.

2 USDA WEX Fleet Card Program (Continued)

D Unauthorized Usage

The USDA WEX fleet card **cannot** be used to make the following purchases and the following purchases could result in disciplinary action:

- fuel, maintenance, or repair services for personal vehicles or other government vehicle without prior approval,
- full-service or premium grades of gasoline, **unless** specified by vehicle manufacturer,
- food, beverage, alcohol, or tobacco products,
- state or local traffic or parking violation fees that are obtained while driving a motor vehicle owned or leased by the government, and
- local toll fees.

E USDA WEX Fleet Cardholder Misuse

Each cardholder will be responsible for the purchases they make and will be **required** to adhere to applicable laws, rules, regulations, policies, and procedures set forth in this notice. Cardholders are expected to use reasonable judgment when making transactions.

Using the USDA WEX fleet card is a privilege based on trust. The USDA WEX fleet card is for official business use **only**. **Purchasing personal or unauthorized goods or services is absolutely prohibited.** Misusing the USDA WEX fleet card may result in disciplinary action up to and including **termination** of employment and **prosecution** to the extent permitted by law.

Card users will be **required** to reimburse USDA, including sales tax, for any purchases found to be improper or **not** for official use.

To avoid misuse, when using the USDA WEX fleet card, do the following:

- always follow the pump instructions on selecting the fuel type, and pump the gasoline,
- when selecting a fuel site to purchase fuel, take a close look at the fueling stations in user's delivery area and select a fueling station that offers the best, low greenhouse gas fueling options for user's vehicle at the best price,

2 USDA WEX Fleet Card Program (Continued)

E USDA WEX Fleet Cardholder Misuse (Continued)

- to locate alternative fueling options locally, and
 - users may go online at <http://www.afdc.energy.gov/locator/stations>,
 - WEX has a mobile app to find accepting stations and prices that can be downloaded on user's smart phone at <http://www.wexinc.com/wex-mobile/wex-connect>
- obtain the current odometer in the vehicle before attempting to swipe the WEX fleet card.

F Authorizations for Merchants Who Do Not Accept the USDA WEX Fleet Card

To obtain an authorization for U.S. fuel and service merchants who do **not** accept the USDA WEX fleet card, do the following:

- call 1-866-885-2802 for an out-of-network authorization, and
- be prepared to provide the account number, card number, expiration date, driver ID, vehicle odometer reading, product being purchased, total amount of the transaction, and merchant contact information.

For authorized transactions, WEX customer service will provide an authorization number for payment.

Note: This process is **only** valid for merchants who do **not** accept the USDA WEX fleet card.

3 Additional Information

A References

For additional information about vehicle management, see 34-AS.

Contact Information

State offices that require additional information shall contact either of the following:

- Robert Stanley by either of the following:
 - e-mail to robert.stanley@wdc.usda.gov, or
 - telephone at 202-772-9098
- Paige Haggins, by either of the following:
 - e-mail to paige.haggins@wdc.usda.gov, or
 - telephone at 202-720-2827.