

Eastern Illinois University Fleet Card Policy

Eastern Illinois Universities Fleet Card Program is designed to improve efficiency in purchasing authorized products and services for the University Fleet.

Wright Express (WEX) is the provider for Eastern Illinois Universities Fleet Cards. WEX cards are readily accepted by most vendors and are a convenient purchasing tool for fuel, oil and authorized services for University Fleet Vehicles.

WEX cards are provided to employees for the sole purpose of purchasing business-related goods and services; personal charges are **not** allowed under any circumstance. Improper use of the WEX card may result in repayment by the user or disciplinary action.

Procedures for Wright Express Fleet Cards

- 1) Eastern Illinois University has a Wright Express Card (WEX) for all vehicle, ATV's and gas cans.
- 2) WEX cards are only signed out if the trip is of duration of time or distance which might warrant the purchase of authorized products and services.
- 3) All WEX cards are kept in Central Stores locked in a file cabinet except: Radio & T.V., Athletics, and 1 for the Grounds Shop (kept by the Foreman of the Grounds Shop for weekend and holiday use).
- 4) A WEX card is issued when a key for a University Fleet Vehicle is picked up and signed for at Central Stores. At the time the card is issued to an authorized driver the person's name, date card was issued, and card number is logged in the Fleet Card Log Book.
- 5) When the vehicle and card are returned the date the card was return is recorded in the Fleet Card Log Book.