



BISD
Wex Fuel Card
Manual

2023-2024

Introduction

The purpose of the Birdville Independent School District Fuel Card Program is to establish a cost-effective, secure method of purchasing fuel for District needs, as defined within this document.

Birdville ISD has partnered with Wex to implement a fuel card program that meets the specific needs of the District. The fuel card program is tailored specifically for authorized District business use only and has certain restrictions imposed as such. The Wex Fuel Card program provides various benefits, as follows:

- Fuel cards simplify the process for authorized transactions and provide a convenience factor to the campus/department, enabling0 Tc 0 Tw 10.578 0 Td4 (s)4 1Td()T(o)6-6.6 (sTw 10 (l)T(o)

Driver Profile Request

Any individual that will utilize the Wex Fuel Card is required to have an active BISD driver profile. All drivers that request a driver profile will be required to provide a copy of their Texas driver's license and will have a motor vehicle record check (MVR) prior to driver approval.

To obtain a BISD Driver Profile a Wex Fuel Request must be submitted to the P-Card Coordinator with Budget Manager's signature. Once the request is approved by Purchasing the driver will be required to attend a current year Wex Fuel Card

Campus/Department Secretary

The campus/department secretary is the person to whom the Wex Card is issued to by the Purchasing department when it is not embossed with an individual's name. The campus/department secretary is responsible for logging the Wex cards in and out to active

provided by Purchasing daily. Examples of Vehicle Identification would be the BISD Vehicle Number (B1830), a description of the equipment (ditch digger or crew 1 mower), or description of the vehicle fuel (U-Haul Rental for BHS Band). The weekly sheet must be completed by Wednesday of the following week. After completion of the spreadsheet the secretary will neatly interoffice the original fuel receipts and any other documentation to Purchasing notating the week that the receipts pertain to. Failure to send documents or complete the transaction report in a timely manner will result in an issue notice.

Purchasing will print and file the weekly sheet with the receipts. Audits to ensure that all receipts are accounted for will happen in the Purchasing

Fraud, Waste & Abuse

All BISD employees