



ALAMOGORDO PUBLIC SCHOOLS

WRIGHT EXPRESS FUEL MANAGEMENT SYSTEM (WEX) CARD AUTHORIZATION FOR USE

Employee's Full Name (print)

Work Location

I acknowledge and understand, I have been authorized to use the Wright Express Fuel Management System (WEX) Card for the purpose to purchase fuel for school vehicles and equipment. I understand it is my responsibility for its proper use. I further understand the fuel card is to be used only for Alamogordo Public School (APS) vehicles or APS equipment and not for personal use of any kind. I agree to report its loss or theft immediately to the Business and Finance Office at 575-812-6044, Central Receiving Office at 575-812-6054 and the Operations Office at 575-812-6092.

I further understand, it is my responsibility to acquire a printed receipt for purchases every time the card is used. I understand, I am responsible to immediately deliver the original receipt for the purchase to the Operations Secretary located at the Central Receiving building. When purchasing fuel for specific equipment, i.e. Mowers or heavy equipment, an entry on the equipment fuel form will be made indicating the amount and fuel purchased, date and cost. I further understand, the WEX card is to remain in the glove box of the vehicle assigned and not on my person. The card will be returned to the Operations Secretary at the Central Receiving building when directed to, when I leave the employment of the Alamogordo Public Schools or asked by an administrator of the Alamogordo Public School District.

I authorize the Alamogordo Public Schools to use a unique personal identification number I have provided. I understand using this card to make a purchase will require this personal identification number (PIN), and I understand what my PIN is. I further understand, I will not share this PIN and I can request a different PIN for any reason, including my belief my PIN has been compromised.

By signing this document, I acknowledge I have read and understand this document and will comply with the above directives and further understand improper or fraudulent use will be cause for revocation of this authorization for WEX card use, and disciplinary action up to and including termination by the school district.

Employee Signature

Date

Witness Signature

Date

This original signed form will stay on file in the Wright Express Fuel Management System files until the card is returned or my separation from the Alamogordo Public Schools.