GEORGIA
DEPARTMENT OF NATURAL RESOURCES
STATE PARKS & HISTORIC SITES

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Administrative Procedure # A - F - 4

Subject: Fuel Purchasing Card (WEX Card) Reconciliation

Effective Date: April 1, 2014

Procedure Statement:

All fuel purchases made on the WEX card appear on a monthly WEX report. This WEX report must be reconciled each month.

Definitions:

WEX Gold Card: A card designated for the purchase of fuel for the primary fuel tanks of State vehicles (Cars, trucks, vans and other on-road vehicles- Assets with Vehicle Identification Numbers (VIN).

WEX Red Card: A card designated used for the purchase of fuel for secondary storage tanks for dispensing fuel at work sites as well as portable fuel cans or gas tanks. (For use in portable equipment, lawn tractors, mowers, etc.)

WEX Report: Fuel usage report provided monthly from the fuel vendor.

Procedure:

1) WEX report is received via email from Pam Meditz / the Region Office.

2) Locate all fuel charges by using the find feature of the tool bar. Enter one of the following numbers: Department number, Employee Name, Vehicle number, etc. Please note department numbers do not include the first two digits, which are 46. Enter the department number without the first two digits.

3) Print all pages associated with the department number.

4) Compare vehicle logs and equipment logs which should also have all associated fuel receipts attached, to the WEX report. The number of gallons on the logs should match the WEX report. The gross amount on the logs should match the WEX report.

5) Total the net cost from the WEX report for all vehicles and red cards and this total amount should be the amount that clears the GG report for that department number for that month.

6) Attach the WEX report to the vehicle logs for that month and stamp the WEX report as reconciled and include the date and initials of the reconciler. The supervisor must sign or initial the report as reconciled.

Authority: (if applicable)

Not applicable.

Attachments:

Not applicable.