



Fleet Card Quick Reference

DEPARTMENT VEHICLE CUSTODIAN

Name: _____

Phone (Day): _____

Phone (After Hours): _____

SUPPLY CHAIN OPERATIONS

Fleet Card Administrators

Tarah Whitaker 573 / 882-4632

Kristen Meade 573 / 884-5901

Finance Support Center

All Campuses 573 / 884-1234

Toll Free 877 / 752-3334

Mon – Fri 8:30 am – 12:30 pm

WEX FLEET RESCUE

Roadside Assistance 866 / 329-3471

Available 24/7, No out-of-pocket charges

ELECTRONIC RESOURCES

WEX Connect by WEX Inc (iOS and Android) Free

Easy to use fuel and service locator app, providing lowest cost fuel pricing based on fuel station data.

Fleet One Mobile by WEX Inc (iOS and Android) Free

Search and locate accepting merchants from the nationwide directory and find the lowest fuel price along your route, or near your current location.

<https://www.wexinc.com/solutions/fleet-cards/fleet-management-mobile-apps/>

WEX Online Search

Directory of accepting locations, searchable criteria include city, state, zip code, site type, brand/site name.

<https://www.wexinc.com/solutions/fleet-cards/wex-fleet-fuel-card-locations/>

SUPPLIERS OFFERING DISCOUNTS

The following suppliers offer discounts at the pump when using a WEX Fleet Card.

Supplier	Locations	Per Gallon Discount
Kum and Go	All 75 (<i>Springfield area</i>)	2.5¢ gasoline; 3¢ diesel
Wallis Oil	All 35 (<i>St Louis & nearby counties, Columbia, Cape Girardeau, Sullivan</i>)	1¢
Warrenton Oil	All 32 (<i>St Louis area, Columbia area, Warrenton, Kingdom City</i>)	1¢
Rhodes 101	All 30 (<i>Cape Girardeau, Desloge, Farmington, Dexter, Jackson</i>)	2¢
Ayers Oil	All 16 (<i>Kirksville, Kahoka, Alexandria, Canton, Taylor, Hannibal, Bowling Green</i>)	3¢
Thoele, Inc	All 14 (<i>St Charles, Hazelwood, St Peters, O'Fallon, Warrenton</i>)	2¢
Hy-Vee	All 11 (<i>KC Area, Columbia, Jefferson City, Camdenton, Chillicothe, Kirksville, Tariko</i>)	3¢
Road Ranger	2 (<i>Fenton, St Robert</i>)	2¢ gasoline only

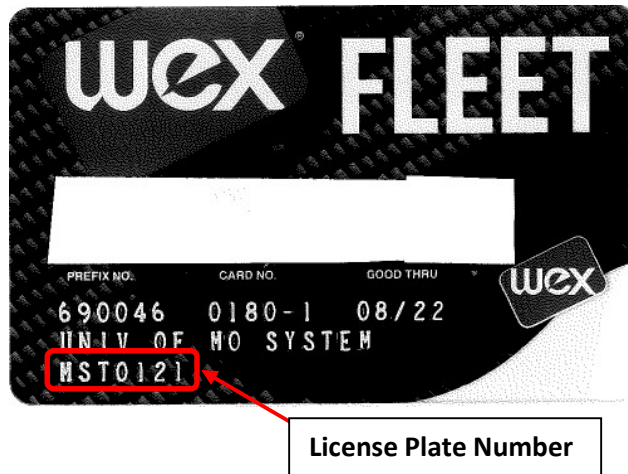
HOW TO

- **Report a Fleet card as Lost or Stolen**
 - Contact WEX Customer Service at 800 / 492-0669
 - Notify a Fleet Card Administrator
- **Discover the reason for a declined transaction**
 - Call a Fleet Card Administrator (business hours only)
 - Contact WEX Customer Service at 866 / 544-5796 Available 24/7 – Can only provide reason for decline
- **Retrieve a Driver ID**
 - Contact your Department Vehicle Custodian
 - Contact a Fleet Card Administrator (business hours only)

WEX Card Instructions:

Prior to going to the pump:

- Ensure the License Plate Number of the vehicle matches the License Plate Number embossed on the WEX card.



- WEX Cards are vehicle specific – **DO NOT** use another vehicle's WEX card to fuel another.

At the pump:

- Swipe the WEX Card
- Enter Driver Number (Pin) at the prompt
 - WEX pins are driver specific. They are randomly generated by employee number, employee first and last name, and department, and **ARE NOT** to be shared.
 - Dept. Driver pins will be supplied to *student drivers* by the WEX card Dept. custodian. The custodian will have a log requiring Student name, Current Odometer, Gallons purchased, and Total Cost. It is required to keep receipt and turn into WEX Custodian.
- Enter current odometer reading at the prompt



- Select fuel type and refuel as normal.