



July, 2021

County of Santa Barbara
Sheriff's Office
Enterprise WEX Bank Fuel
Credit Card Policies and
Procedures

Policy Sections:

The County of Santa Barbara has established an account with ***WEX Bank Enterprise Fleet Management Fuel Systems*** to provide County employees with a method of re-fueling County leased vehicles from Enterprise Fleet Holdings (Enterprise). This policy details specific rules and procedures for responsible Enterprise WEX Bank fuel credit card use.

Section I: When to use an Enterprise WEX fuel credit card

Section II: Where to use an Enterprise WEX fuel credit card

Section III: How to use an Enterprise WEX fuel credit card

Section IV: What can be purchased with an Enterprise WEX fuel credit card

Section V: Enterprise WEX fuel credit card purchasing control limits

Section VI: Ordering a new or replacement Enterprise WEX fuel credit card

Section VII: Reporting a lost or stolen Enterprise WEX fuel credit card

Section VIII: Managing Enterprise WEX fuel credit cards departmental responsibilities

Section I: *When to use an Enterprise WEX fuel credit card*

The use of an Enterprise WEX fuel credit card is limited to only Sheriff's Office vehicles leased from Enterprise.

Sheriff's Office vehicles leased from Enterprise are not issued County Vehicle numbers and cannot be re-fueled at County owned fueling facility.

Santa Barbara County Enterprise WEX fuel credit cards can only be used to purchase fuel for vehicles leased from Enterprise by the County of Santa Barbara. Using an Enterprise WEX fuel credit card to purchase fuel for a privately owned vehicle, privately owned equipment or rental vehicle, or County owned vehicle is NEVER allowed.

Section II: *Where to use an Enterprise WEX fuel credit card*

Enterprise WEX fuel credit cards are accepted at most major retailing fuel stations. Most retail fueling stations with electronic card swipe pumps accept Enterprise WEX fuel credit cards. When refueling at stations without card swipe pumps, be sure to check with the cashier before fueling to ensure the Enterprise WEX credit card will be accepted.

Section III: *How to use an Enterprise WEX fuel credit card*

To Purchase fuel using an Enterprise WEX fuel credit card follow these steps:

- Locate a retail fueling station that accepts Enterprise WEX fuel credit cards
- Swipe the Enterprise WEX card at the electronic pump
- When prompted, enter the vehicle's odometer reading (Do not enter tenths), note: it is essential that the odometer reading is entered accurately
- When prompted for DRIVER'S number, enter the individualized ID number provided to you when you were issued the Enterprise WEX card. Note: it is essential that you use the Enterprise WEX card issued to the vehicle for proper mileage reporting
- Pump fuel
- If you will need a receipt, choose "Yes" when prompted at the end of your fueling transaction.

Note: The Sheriff's Office fiscal staff and the fleet managers will monitor Enterprise WEX fueling transaction reports. Enterprise WEX cards with suspicious activities will be disabled.

Section IV: *What can be purchased with an Enterprise WEX fuel credit card*

The County's Enterprise WEX fuel credit card account only authorizes the purchase of fuels, unleaded or diesel. Employees may not use the Enterprise WEX fuel credit card to purchase snacks, food, other items or supplies at fueling facilities that have stores or mini-markets.

Enterprise WEX fuel credit cards will not allow the purchase of automotive repair services or automotive items such as oil, light bulbs, fuses or tires. Employees traveling out of town that need vehicle repair assistance should follow the instructions provided through the Enterprise App that will be available on their agency issued cell phone.

When using an Enterprise WEX fuel credit card, employees must use “Self-Serve” and not “Full Service.” When using an Enterprise WEX fuel credit card, employees should always select the lowest fuel grade rather than premium fuel.

Section V: Enterprise WEX fuel credit card purchasing control limits

Santa Barbara County Enterprise WEX fuel credit cards are authorized for three (3) fueling transactions per day with a maximum spending limit of \$1,000.00 per month. Individual vehicles that need higher daily transaction limits or higher monthly spending limits may contact the Sheriff's Fleet manager for authorization of a temporary or permanent increase of limits based on the actual need.

Requests to have Enterprise WEX fuel credit card daily transactions or monthly spending limits increased must be done in writing to the Operations Support Division Commander.

Section VI: Ordering a new or replacement Enterprise WEX fuel credit card

To order new or replacement Enterprise WEX fuel credit card, contact Sheriff's Business Office.

The Sheriff's Business Office requires the name of the person responsible for each departmental Enterprise WEX fuel credit card. This will be the name of the Card Holder.

When requesting a new Enterprise WEX fuel credit card, the vehicle driver must provide to the Sheriff's Business Office Card Holder's name, contact phone number and account code information. The Card Holder's name will be entered into the Enterprise WEX database and the Card Holder will assume the responsibility for the proper use and care of the Enterprise WEX fuel credit card.

Each Card Holder will be required to sign a form at the time the Enterprise WEX fuel credit card is issued. The Card Holder signature will be an official acknowledgment that they have been given a copy of the Enterprise WEX fuel credit card policy or directed to the on-line policy for Enterprise WEX fuel credit cards use. The Card Holder's signature also acknowledges that they agree to comply with ALL Enterprise WEX fuel credit card policies and procedures.

Section VII: Reporting a lost or stolen Enterprise WEX fuel credit card

All lost or stolen cards must be reported to the holder's immediate supervisor and the Sheriff's Business Office **immediately**. Once reported, the Sheriff's Business Office will contact **Enterprise WEX Fuel Card** to have the lost or stolen card locked out and canceled.

Section VIII: Managing Enterprise WEX fuel cards departmental responsibilities

Departments are responsible for ensuring that proper procedures and policies are followed whenever their employees use an Enterprise WEX fuel credit card. Departments shall maintain internal control over all Enterprise WEX fuel credit cards and Card Holder assignments. If a Card Holder assignment has been changed the master Enterprise WEX database will be updated. If a Card Holder or Card Custodian separates from County service it shall be the departments responsibility to ensure that the Card Holder's/Card Custodian's Enterprise WEX fuel credit card has been returned. Departments assume the sole responsibility for employee training in regards to the proper use of Enterprise WEX

fuel credit cards. Employee training shall include the review and acknowledgement of this policy.

Other training areas shall include:

- When to use an Enterprise WEX fuel credit card, limited to re-fueling Enterprise vehicles leased and assigned to the Sheriff's Office
- How to use an Enterprise WEX fuel credit card, the importance of proper data entry, accurate odometer reading
- Purchase of standard fuel grades only (No premium grade fuels)
- Self Service only
- Enterprise WEX fuel cards may only be used to purchase fuel
- Enterprise WEX fuel credit cards may only be used to re-fuel Enterprise vehicles leased by the Sheriff's Office. The use of an Enterprise WEX fuel credit card to re-fuel a personal or rental vehicle is NEVER allowed.
- Who to notify if an Enterprise WEX fuel credit card is lost or stolen

Department Fleet Contacts shall review their Enterprise WEX fuel credit card transactions using the Customer Portal. Enterprise WEX fuel credit card transactions are viewable from the Customer Portal generally within 24 - 48 hours of the credit card purchase. Departments are encouraged to review their Enterprise WEX credit card purchases a minimum of one time per week. Any unusual or excessive credit card activity shall be reported to Operations Support Commander immediately.

As a second level of control, pre-set exception reports will be set in the Enterprise WEX that may include denial of a fuel purchase. An Enterprise WEX card that displays suspicious or excessive transaction activity will be disabled by the Enterprise WEX fuel credit card Administrator.

Summary of Enterprise WEX fuel credit card responsibilities:

Sheriff's Office Fleet Manager/Operations Support Division Commander:

Administering and overseeing the Enterprise WEX fuel credit card program. Duties including the following:

- Establish operating policies over the Enterprise WEX Fuel Program
- Make transaction reports and other management tools available to departments
- Disseminate instructional, procedural, and policy updates
- Provide a secondary level of monitoring to ensure cards are used in compliance with policies and procedures

Sheriff's Business Office Responsibilities:

- Executing department-wide control policies and procedures
- Designing and implementing cost-effective control systems at detailed levels given the nature and complexity of the each Divisional actual need
- Reviewing activity using Enterprise WEX *Customer Portal* to identify unauthorized activity

Employee Responsibilities:

- Follow employee control policies and procedures
- Securing access to assigned Enterprise WEX fuel card(s)
- Immediately reporting lost or stolen cards