

<i>Date:</i>	5/29/2025
<i>Subject:</i>	Q & A Gas Cards
<i>Category:</i>	Administration
<i>Question:</i>	<p>“We are looking for a vendor for fleet gas cards. I am aware some counties have gas cards, and I am looking to establish a system for our out of county transports when the CW’s can’t access the county garage where we ordinarily fill up our county vehicles. If you have such a system, I would be interested in knowing who the vendor is and how the system operates.”</p>
<i>Answers:</i>	<p>“Monroe County uses WEX for our Fleet services. The card can be used at most fueling stations in and out of NYS. It is used like a credit card, and based on your County’s rules and regs depend on how you use it. The user may or may not have to input the mileage and vehicle number. The only downfall is the user must reset the normal gas key before it can be used again if the WEX Card is used. Monroe has a system at the Fleet Station that tracks vehicle mileage when you refuel. This is done for future Preventative Maintenance like oil changes, etc. The WEX card invalidates this system when used.”</p> <p>“The WEX Fleet Card is a fuel card specifically designed for business fleets, offering various benefits like fuel savings, expense tracking, and spending controls. It helps businesses manage fuel expenses and optimize their fleet operations. WEX Fleet Cards are widely accepted at fuel stations and service locations, and they provide reporting and analytics to help businesses stay informed about their fleet's spending. Key Features and Benefits: Fuel Savings: WEX Fleet Cards offer exclusive discounts and rebates, potentially saving businesses up to 10% on fuel for a limited time, and up to 15¢ per gallon in their nationwide savings network. Key Features and Benefits:</p> <ul style="list-style-type: none"> • Fuel Savings: WEX Fleet Cards offer exclusive discounts and rebates, potentially saving businesses up to 10% on fuel for a limited time, and up to 15¢ per gallon in their nationwide savings network. • Expense Tracking: The cards automatically track fuel expenses, making it easier for businesses to manage their fleet budgets. • Purchase Controls: Businesses can set spending limits and restrict purchases to authorized categories, reducing unauthorized spending. • Reporting and Analytics: WEX Fleet Cards provide detailed reports and analytics, helping businesses monitor their fleet's performance and identify areas for improvement. • Wider Acceptance: WEX Fleet Cards are accepted at 95% of retail fuel locations and 45,000 maintenance locations. • 24/7 Customer Support: WEX provides 24/7 customer support for businesses using their fleet cards. <p>WEX Government Fleet Cards</p>

	These are specifically designed for government fleets and offer features like tax exemptions and reporting. "
	"The vender we use for gas cards for our county vehicles is WEX. They are a NYS OGS vendor. I hope this is helpful."
	<p>"We use WEX and we currently have about 6 WEX cards in use. They are used to purchase gas when traveling, and can be used at about 90% of all gas stations. I believe you can call WEX directly at the 866-544-5796. WEX will explain the process, take in information like the tax ID number, tax exempt status, address, etc., and send an email with a link for someone to create an online account with Admin privileges. The Admin can then create accounts for other users and assign roles to them for things like billing functions. Per my Finance Director, the initial setup included us entering our vehicles and users, which were assigned ID numbers. It can be used to keep track of the amount of gas used by people and vehicles to prevent fraud. We didn't really keep up with that since our volume is quite low. All of our driver info is "spare driver" with no actual names. WEX assigned cards with PINS to the "spare driver" and the different vehicles. As you know, we have 6 cards and anyone can sign them out whether they are listed online or not. WEX provides instructions on how to use the cards. I vaguely remember someone advising that the vehicle ID and the PIN needs to be entered for each sale. We keep the PIN on the actual card and match the receipt up with the user and travel request. After use, our employees bring the receipts back to Accounting, and we have an online account where we can print statements and review/retrieve invoices. These are paid monthly through MUNIS, our administrative payment process. There are discounts/rebates on the statements, and as it was set up through a NYS contract, the purchases are tax exempt. I have included the Contract Aware Notification for convenience.</p> <p>In addition, once a year we have to complete a Certificate of Buyer of Taxable Fuel for use by a State or Non-Profit Education Organization, to ensure our purchases are tax exempt. This form is completed annually by our Purchasing Director. WEX does notify us when this is due. I hope this helps."</p>

Please [contact NYPWA](#) with any questions or further clarifications regarding these answers.