

NYC Fleet Gascard Program Rules

Welcome to the new NYC Fleet Gascard program. Effective July 1, 2013, the Wright Express Company (WEX) has assumed operation of this program in contract with the City. Gascard is the sole authorized program for procuring fuel from private gas stations. Agency staff are not to use P-cards or other procurements to buy fuel. All vehicle fuel card numbers and personal PIN numbers are being re-issued with the WEX program. All previous cards and PINs are inactive and may not be used.

Please read and sign your acknowledgement for the following policies of the Gascard program:

NYC Fleet Gascard Each Gascard will be assigned to one specific vehicle. Gascards may not be switched between vehicles or used to fuel any other vehicle than the assigned vehicle. Do not remove a Gascard from the assigned vehicle, except while filling up. Each vehicle in the Gascard program will have only one assigned card. If you need a Gascard for a fleet vehicle, please request one. Do not share cards.

Gascard PIN You are being issued a randomly generated 6-digit Personal Identification Number (PIN) to allow activation of a Gascard at any public retail gas station in and around New York City. Your PIN may not be shared with anyone else, including gas station attendants, colleagues or supervisors at any time. Your PIN will be delivered to you in a sealed envelope.

Gascard Usage You may only use Gascard with officially plated City owned and leased vehicles, or for City equipment, and for official purposes only. You may never fuel personal or private vehicles through Gascard. Gascards may only be used for *regular unleaded gas*, or *regular diesel* unless otherwise authorized by NYC Fleet and programmed into the card. Transactions must be conducted personally by the driver who is assigned a PIN and may not be delegated or shared. If a staff person has a work need for a PIN, their agency should request one. PINs that are inactive for 6 months or more will be automatically suspended. Staff will need to contact NYC Fleet to reactivate the PIN. Gascards are for purchasing fuel only and may not be used for other procurements.

Mileage Readings The correct odometer reading must be entered at the gas station. Incorrectly entered mileage will result in suspension of the Gascard and/or your PIN. Do not enter tenths of a mile.

Gasoline Cans & Mobile Fuel Tanks If you are authorized by your agency to fill a gasoline can or mobile fuel tank, use your assigned PIN and enter all nines (99999) for mileage. Gasoline can cards will have a 10 gallon limit. Fuel truck tanks and other mobile tanks will be assigned their own Gascard separate from the towing truck. Do not use a vehicle assigned Gascard for gas cans or fuel tanks.

Cancellation of cards and PINS If you are leaving City service, lose a card, have accidentally given out your PIN number, or wish to cancel your card for any other reason, please email NYCfleet@dcas.nyc.gov. If a vehicle is being salvaged by the City, the fuel card will be cancelled. Fuel cards may not be reused with other vehicles. Lost or stolen cards must be reported to your supervisor and NYC Fleet immediately.

I have read the above NYC Fleet Gascard Program Rules. I understand that compliance with these rules is a condition of active participation in this program.

Employee Name (Print) _____

Date _____

Signature _____

Agency _____