



How to Use This Contract

Fuel Card Services (78181701-21-NASPO-ACS)

Contractor information, pricing, and contract documents are located on the contract webpage at https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/alternate_contract_source/fuel_card_services.

Non-Fuel Purchases

- Fuel cards are primarily intended to be used to purchase fuel; however, fuel cards may be used to purchase commodities or services for immediate use to address an emergency or otherwise unplanned situation that impedes the safe operation of the customer's vehicle (e.g. a flat tire or breakdown). Commodities may include, but are not limited to, motor oil, transmission fluid, brake fluid, windshield wiper blades, fuses, and individual replacement tires (in cases where damaged tires cannot be repaired). Services may include, but are not limited to, car washes, vehicle maintenance, vehicle repairs, tire service, and towing. Fuel cards should not be used for routine maintenance (e.g. the replacement of tires due to regular wear). Customers are encouraged to use the alternate contract source for [Tires, Tubes and Services \(25172500-19-ACS\)](#) to purchase tires and related services (e.g. mounting, alignment, etc.).

State Agencies

- The State of Florida Fuel Card may be used for the purchase of fuel and immediate use non-fuel commodities or services for fleet vehicles owned by state agencies; cards may also be used at marinas and airports as permitted for state agency marine and aircraft fleets.
- State agency employees should contact their agency's fuel card administrator with any questions regarding the State of Florida Fuel Card.

Eligible Users

- Eligible users, as defined by [Rule 60A-1.001, Florida Administrative Code](#), may contact the contractor (i.e. WEX Bank) directly to establish their own fuel card program using this contract; contractor contact information is accessible from the contract webpage.

- Eligible users must execute an **Addendum to the Fuel Card Services Agreement** with WEX Bank to establish their own fuel card program; the form is available on the contract webpage.
- Employees of eligible users with an existing fuel card program should contact their employer's fuel card administrator with any questions regarding fuel cards.

Frequently Asked Questions

- The Florida Department of Revenue (DOR) requests detailed information, including the FEIN, for every station where we purchased fuel and non-fuel commodities and services before issuing a tax refund. How do I acquire this information?
 - Eligible users may submit a full transaction report provided by WEX Bank, which includes locations of the stations, dates and times of the transactions, commodities purchased, number of gallons purchased, etc. This documentation will support the eligible user's application for a tax refund. DOR will not require the FEIN number for every station visited if the full transaction report is included with the application. All questions regarding tax refunds should be directed to DOR at 850-617-8585.

Contact Information

- If you have any questions or require assistance specific to the State of Florida Fuel Card (state agency employees/cardholders) or your employer's fuel card program (eligible users/cardholders), please contact your agency's/employer's fuel card administrator.
- If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.