



Gas Card Instructions

- To receive a gas card or a gas pin number you will need to:
 - Complete the Gas Card and Pin Assignment form which is located on the Physical Facilities website (please see the second page).
 - Input your Account (FOAP) Information.
 - It needs to be signed by your Department Head and submit via email to Vindetta Medlock at vindetta.medlock@aamu.edu.
- The gas that is purchased with the WEX Gas Card will be charged back to your Department. If you have any questions about the chargeback you can contact Brittany Jackson at brittany.jackson@aamu.edu.
- You will be held responsible for the gas card in your possession as well as a pin number that will be issued to you and all charges made associated with that pin.
- If a card is lost or misplaced, notify the Department of Physical Facilities immediately at extension 8419, as you will be responsible for all charges against the card until it is canceled.
- Gas cards and pin numbers are for University employees only and will not be issued to undergraduate or graduate students.
- You will need to keep the gas receipts for your records.

At the Pump

1. You will need to insert the WEX Gas Card
2. You will need to enter the current odometer reading
3. You will need to enter your four (4) digit driver ID (pin) number that was assigned to you
4. You are ready to fill up your vehicle
5. Don't forget to take your receipt
6. If you have a problem at the pump, call the customer service number that is located on the back of the card (800)842-0071

Alabama A&M University
Normal, AL 35762

GAS CARD AND PIN ASSIGNMENT FORM

Department: _____ Telephone Number: _____ Date: _____

By signing this form, you will be held responsible for the gas card in your possession as well as a pin number issued to you and all charges made associated with that pin. If a card is lost or misplaced, notify the Department of Physical Facilities immediately at extension 8419, as you will be responsible for all charges against the card until it is cancelled. Gas cards and pin numbers are for University employees only and will not be issued to undergraduate or graduate students. You will need to keep the gas receipts for your records. Any gas that is purchased with the WEX Gas Card will be charged back to your Department. The billing period for gas that was purchased is between the 23rd of the current month to the 23rd of the previous month (ex. January 23rd - February 23rd). If you have any questions about the gas charge backs you can contact Brittany Jackson at brittany.jackson@aamu.edu.

Number of University Vehicles (one card per university vehicle): _____

Is a gas card needed? ____ Yes ____ No If yes, how many? _____

Vehicle Make, Model, Year	VIN Number, State Tag

Number of Drivers (PIN numbers will be issued to each individual driver): _____

Driver's Name	Driver's Signature

ACCOUNT INFORMATION – Please provide the accounting information for all gas cards charges

FUND _____ ORGANIZATION _____ ACCOUNT _____ PROGRAM _____

Department Head

Department Head Signature Date

Facilities Coordinator

Facilities Coordinator Signature Date