

Chicago State University
Office of Financial Affairs ADM 213
9501 S. King Drive
Chicago, Illinois 60628

WEX CARD AGREEMENT

Each employee at Chicago State University who is authorized to drive University vehicles and use the WEX CARD to purchase gasoline must accept the responsibilities that go with this privilege. The WEX CARD is University property and must be used only for University business. As an authorized user of the WEX CARD, **I agree to the following terms and conditions:**

1. The WEX CARD is made available to employees based on their need to purchase business-related gasoline or designated minor vehicle repairs. I understand that the privilege of using this card may be revoked at any time based on change of assignment, transfer of departments or upon termination from Chicago State University. The card is not an entitlement nor reflective of title or position.
2. The WEX CARD is for business-related departmental travel gasoline or minor vehicle repair purchases **ONLY**; personal charges are **NOT** allowed under any circumstances.
3. In making purchases with the WEX CARD, I will strive to obtain the best value for the University. I will also follow state travel and University policy by purchasing only the most economical grade of gasoline or diesel fuel according to the vehicle; fuel type should only be unleaded or regular. The only allowable exception to this policy is the rare case where the lowest grade of fuel is temporarily unavailable; there is a compelling reason for not locating another supplier/service station in the same general area; and the reason for the exception is documented carefully and reported to the employee's fiscal officer within 48 hours.
4. I understand that when I use the University vehicle assigned to me or that I sign out; **I am responsible for all charges made against the WEX CARD linked to that vehicle or against any WEX CARD that I use.**
5. I understand that improper use of the card shall be considered misappropriation of University funds, which is subject to investigation which, in turn, **may result in disciplinary action up to and including termination of employment and/or criminal charges being filed with University and local authorities.**
6. Examples of improper use of the WEX CARD are: using the card to refuel any vehicle other than the vehicle to which the card is assigned; making any purchases other than fuel or minor repairs to the vehicle that matches the WEX CARD; obtaining cash back from the vendor either separately or as part of a permitted fuel or repair purchase; allowing any other person, including another employee of CSU, to make any purchase with the WEX CARD or to have custody of the WEX CARD. The University is authorized

to deduct from the employee's salary any personal charges plus any administrative fees charged by the vendor in connection with the misuse made on the WEX CARD.

7. In accordance with the WEX CARD program policies, I will comply with internal control procedures in order to protect University assets. This includes maintaining proper receipts and supporting documentation, submitting these receipts and supporting documentation to my department head within 48 hours and by each month end and following proper credit card security measures. If there is a legitimate reason that would prevent meeting these requirements for timely submission, the employee must obtain written approval in advance from his/her fiscal officer and the original approval must be submitted with the applicable receipts as soon as possible to my department head.
8. I understand that all transaction documentation and reconciliations will be subject to audit by the Office of Financial Affairs, the Office of Internal Audit and the external audit firm.
9. I am responsible to cooperate with the monthly reconciliation of the WEX CARD purchases if I am contacted regarding my use of the card.
10. I am responsible for ensuring the WEX CARD I use is protected from theft or loss. I will immediately notify the Parking Manager/Overseer and my fiscal officer of any loss or improper use (see #6 above) of the WEX CARD or my ID number.
11. I will surrender the WEX CARD to the Overseer or my immediate supervisor upon demand or upon my termination of employment from the University. At that point, no further use of the card is authorized.

ACKNOWLEDGEMENT

I certify that I have received and read the Chicago State University WEX CARD Policy. I understand the terms and conditions stated in this WEX CARD agreement.

I understand that violation of these terms will be subject to disciplinary action as described above and in the WEX CARD Policy. I will reimburse Chicago State University for all incurred charges and any costs related to the collection of such charges.

Employee Signature

Date

Employee name (PRINTED)

I certify that it is my responsibility to monitor and review purchases made by this employee in accordance with the WEX CARD Policy and I will revoke the use of the WEX CARD if it is not being used as intended.

Fiscal Officer Signature

Date

Fiscal Officer Name (PRINTED)