

**DIVISION of GENERAL SERVICES**

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**GENERAL**

The South Carolina Fuel Card is assigned to each State Fleet Management (SFM) vehicle. These fuel cards are white, with an expiration date of 7/2024. Agencies and government entities participating in the State Fuel Card Program are afforded contractual rates for all self-service fuel purchases. These contractual prices are updated daily on the SFM website at [www.admin.sc.gov](http://www.admin.sc.gov).

**WHERE IS THE CARD HONORED**

The South Carolina Fuel Card is honored at commercial retail sites displaying the Wright Express (WEX) logo and at State owned facilities (i.e. SCDOT). A listing of WEX card accepting retail locations can be located at [www.wexinc.com/accepting-locations](http://www.wexinc.com/accepting-locations).

**WHO CAN USE THE CARD**

Any State employee or contract worker who has been authorized and issued a valid personal identification number (PIN) may use the card. A valid PIN is mandatory for card use. Your PIN identifies you as making a purchase when used with the fuel card to authorize the payment of fuel. Protect your PIN and never give a co-worker your personal PIN. If you do not have a PIN or do not remember your PIN, please contact your agency's fuel card coordinator.

**HOW TO USE THE CARD**

- 1) Choose a fuel facility that accepts WEX fuel cards.
- 2) Swipe the fuel card into the card reader on the pump.
- 3) Driver will be prompted to enter the vehicle's current odometer reading.
- 4) Driver will then be prompted to enter their six-digit PIN.
- 5) Fuel vehicle with unleaded fuel (unless vehicle requires high grade fuel) and collect receipt after fueling is complete.

If the fuel facility does not have a card reader at the pump, simply pump the fuel and then present the cashier inside the facility with the fuel card for payment. The cashier may hand the driver a PIN pad where the vehicle's odometer reading and PIN may be entered. Never agree to pre-pay for the fuel. If the station only accepts pre-payment, please locate a different fueling facility.

**AUTHORIZED CARD PURCHASES**

- Unleaded gasoline (87 octane)
- Diesel fuel for those vehicles with diesel engines
- Any alternative fuel (E-85, E-10, or CNG) for those vehicles and equipment that are required to operate on alternative fuels
- Motor oil – should only be purchased when the vehicle is on the road and the oil level is deficient. (Please contact CVRP at 1-800-277-3686 to schedule an inspection.)

**UNAUTHORIZED CARD PURCHASES**

- High grade gasoline, unless required for the vehicle
- Food/drink
- Storage, tolls, parking or repairs
- Vehicle accessories such as floor mats, air fresheners or any other item not required for the operation of the vehicle
- Any item, service, product or purchase other than fuel products, motor oil or car wash as listed under authorized purchases
- Exterior and/or interior vehicle cleaning.

For more information regarding fuel cards or PINs, please contact your agency's fuel card coordinator or the State Fuel System Coordinator, Michael Pearson at 803-737-1611 or [fuelcard@admin.sc.gov](mailto:fuelcard@admin.sc.gov).

