

## VEHICLE WEX BANK CREDIT CARD RECEIPT AND RESPONSIBILITY ACKNOWLEDGEMENT

Card Number	Assigned Vehicle 46	Unit Charter Number PCR-WA-	Date Issued
Unit Commander Printed Name	CAPID	Grade	

Each vehicle within the Wing will be provided a WEX Bank credit card to be used solely for minor maintenance. Each card will be numbered with the vehicle number and assigned to an individual.

Allowable expenditures will include routine oil changes, wiper blades, batteries, etc.

Monthly expenditures will be limited to \$500 per card.

Individual transactions will be limited to \$250.

Major vehicle maintenance is not authorized and must be preapproved by LGT using procedures currently in place.

The vehicle maintenance card may not be used for any other type of expenditure, including fuel.

Detailed invoices must be submitted to your Wing Administrator monthly.

Cash register receipts showing the amount charged are not sufficient

It is the responsibility of the individual to use the services of a facility which will provide a detailed invoice.

Copies of acceptable and non-acceptable receipts are attached for reference.

All receipts must be submitted within **10 days of notification by the Wing Administrator that the invoices are due.**

I have read and fully understand the above and acknowledge receipt of the WEX Bank credit card and acknowledge my responsibilities concerning the use of the WEX Bank credit card assigned to the above vehicle.

\_\_\_\_\_

Commander's Signature

\_\_\_\_\_

Date