

Credit Card Purchases

General

A South Carolina Universal Credit Card is issued with each SFM vehicle. The general provisions for the use of the card are given below.

Where the Card is honored

The card has a Wright Express affiliation and is honored at fuel stations and car washes displaying the Wright Express logo. A complete listing of locations that accept the card is available on the Wright Express Web site (<http://www.wrightexpress.com>). The card can also be used at State of South Carolina fueling sites. State Fleet Management has secured a prearranged price for self-service regular unleaded fuel purchased with this fuel card. The price is the same regardless of the price at the pump; this means that state employees should never deviate from their route to obtain a lower price for fuel for their state vehicles.

How to Use the Card

The card works just like any other credit card, but with a few additional procedures required. The card requires the use of a Personal Identification Number (PIN). You should make sure you have an active PIN before you begin operating the vehicle. You can check with the primary contact at your agency or you can call Donald Woodward at 803-737-1611.

When the card is swiped at Pay-at-the Pump, you will be prompted for the vehicle odometer reading and your PIN. If you must go inside to prepay make sure that the card and your PIN are approved before you pump any fuel. Make sure you receive a receipt for all transactions or authorized purchases.

Authorized Purchases

1. Unleaded gasoline, 87 octane, from self-service pumps only.
2. Diesel fuel from self-service pumps for vehicles with diesel engines.
3. Any alternative fuel (including E-85 or CNG) from self-service pumps for vehicles equipped to operate on alternative fuels.
4. Motor oil. This is only for adding oil; it should not be used for an oil change unless approved in advance by the CVRP Contracts Manager (800-277-3686).
5. Washing and cleaning, not to exceed \$15 per month for sedans and \$30 per month for vans.
6. Any repairs when authorized by the CVRP Contracts Manager, who must issue a credit card approval number before repairs begin (unless in an emergency as described above).

Unauthorized Purchases

1. Storage, parking, food and drink or repairs other than those emergencies or exceptions listed above.
2. Accessories and accoutrements (floor mats, air fresheners or any other item) not required for the operation of the vehicle.
3. Any repair not authorized above or by the CVRP Contracts Manager.
4. Any other item, service, product, or purchase other than fuel, oil, wash, or emergency maintenance as described above under "Authorized Purchases."