

VEHICLE EXPENSES: WRIGHT EXPRESS (WEX) FUEL CARDS VS. STATE OF IOWA PCARDS

Each vehicle owned and operated for Agency use is issued a Wright Express (WEX) Fuel Card for fuel purchases. These cards are assigned to vehicles, not individuals, and shall only be used for the vehicle to which it is assigned. The official vehicle license plate number is printed on the face of the cards.

- All fuel purchases for State of Iowa Fleet vehicles must be made with the WEX cards assigned to them. WEX cards must be used for fuel and may be used for emergency and miscellaneous expenses (excluding mechanical repairs) up to \$100.
- The State of Iowa Pcard may only be used for vehicle accessories – such as running boards, toppers, tool boxes, and key replacements – but no fuel, mechanical repairs or other vehicle expenses.

Please refer to the chart below for guidance on fleet vehicle expenses and when to use a WEX Card or Pcard.

Fleet Vehicle Expense Guide

Direct Bill to DAS	WEX Card	Pcard
All Maintenance Work* (including Oil Changes, Spark Plugs, Filters, Belts, Light Bulbs, etc.)	Windshield Wipers/Fluid	Windshield Wipers/Fluid
Tires (Goodyear, Firestone, Michelin)	Car Washes	Car Washes
	Fuel (E10 & E85)	Running Boards
	Emergency Items under \$100.00	Tool Boxes
		Mud Flaps
		Truck Bed Toppers/Covers
		Bed Mat
		Spray in Bed Liner
		Bug Shields
		Extra/Replacement Keys
		Gas for Equipment or Off-Road vehicles
		Trailer Hitches/Plow Blades

** Maintenance or repairs greater than \$300 require prior approval from DAS Fleet Services.
Vendors must call DAS Fleet at 515-281-3162 for approval prior to service.*

For More Information

Fleet Services maintenance and repairs: 515-281-3162 • DAS Finance: 515-281-0887

