



File Code: 5100/5700
Date: May 29, 2014

To: Wildland Fire Personnel Utilizing Forest Service Fuel Tender IBPAs
Subject: Forest Service Fuel Tender IBPA Credit Card Transactions

The Forest Service recently transitioned to the Wright Express (WEX) fleet card for Forest Service fleet vehicles. GSA vehicles also utilize the WEX card. Forest Service fuel tender incident blanket purchase agreements (IBPAs) require that the contractor accept all major credit cards for payment of fuel at the incident. The WEX card is a fleet card (not a major credit card) and therefore the fuel tender contractor is not required to accept the WEX card for payment. Additionally, we have recently confirmed that WEX cards *cannot* be processed electronically using portable swipe machines.

Because the fuel tender contractor is not required to accept the WEX card for payment and transactions utilizing the WEX card cannot be processed electronically at incidents, **IMTs may administer fuel transactions for Forest Service and GSA vehicles using a log sheet or other means** (such as the OF-304).

Contact: Ron Schilz, Procurement Analyst at (406) 329-1065, rschilz@fs.fed.us; or Sarah Fisher, Branch Chief Incident Business at (208) 287-5944, sfisher@fs.fed.us.

Sincerely,

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cc: David Haston

