



New Mexico State University Grants

1500 Third St.

Grants, NM 87020

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NMSU Grants Vehicle and Fuel Credit Card Use Procedures

1. Log into SchoolDude per instructions provided by Dan Christmann and request a vehicle. Please provide the date and time of your anticipated departure and return. Facilities will assign an automobile to you and SchoolDude will notify the Business Office.
2. At the requested time and date, pick up the vehicle keys and credit card at the Business Office [Martinez 05B] from Juanita R. Jose.
3. When returning the vehicle, please return the keys, credit card, and **all fuel receipts, signed**, to the Business Office (during regular office hours) or to the night deposit slot in Facilities Management's (Dan Christmann's) Office door [McClure 302AA].
4. A list of the allowable gas stations for the state will be provided in each automobile. This information, as well as convenient fuel price mapping is available online at www.wrightexpress.com.
5. Allowable purchases using the Wright Express fuel card include gas or diesel fuel, oils and fluids, emergency repairs, and roadside assistance.
6. To fuel your vehicle: Swipe your card, enter the odometer reading, enter your Driver ID#, and pump fuel. **Please save your receipts! If necessary, go inside to get a receipt.**
8. In the event of an accident or breakdown, dial 911 if necessary, phone Dan Christmann at 505-240-3569, and finally, phone 1-888-WEX-TOWS for road assistance or towing.
9. A copy of these procedures and NMSU vehicle use policy will be available in each automobile along with the NMSU Vehicle Insurance policy and a listing of the New Mexico gas stations where the Wright Express cards can be used.
10. A copy of your Defensive Driving Certificate needs to be submitted to the Business Office upon your initial use of a vehicle under these new procedures. A copy of the NMSU vehicle use policy and procedures will be provided to you upon this initial visit and you will be required to sign a Memorandum of Understanding, which assures that you have received, read, and understand the University policies and procedures regarding vehicle use.