Wright Express Gas Card Program

The Department of Materials Management administers and maintains a commercial gasoline credit card program for the purchase of gasoline, diesel, or other designated motor fuels and oil. Wright Express Financial Services Corporation is ECU’s authorized gas card provider.

The ECU Wright Express gas credit card is for official use only for use with state-owned vehicles including Motor Fleet and other University-owned vehicles. This card is not to be used for personal vehicles even if the traveler is on official ECU business.

Commercial credit cards are not to be used when the necessary services are available from State or University-operated facilities. Gasoline and oil should be obtained from the University service pumps whenever possible. The Wright Express gas card is an alternative when the ECU gas pumps are inaccessible, low on fuel, or in cases of campus emergencies. The Wright Express gas cards can be used for fuel and fluids only and are recognized and accepted at most major gas stations.

When purchasing fuel and/or fluids on your Wright Express gas card you should obtain a priced, itemized receipt at the time of purchase. Accounts Payable will forward a copy of the monthly statement and Banner ID Charge to departments that have purchased fuel. Departments are responsible for matching the receipts to the statement and for verifying their charges.

To obtain a Wright Express gas card, please send an email to Elaine Garris at garrisd@ecu.edu with the following information:

- Department Name
- FOAPAL/Budget code
- License plate number of vehicle or vehicles that the card will be utilized with
- Contact person name and phone number

If your card is lost or stolen, please report it immediately to Wright Express at 1-800-492-0669 and Elaine Garris, Program Administrator at 328-6434. Any charges made to the card are the responsibility of the department until Wright Express has been notified.

For questions regarding a Wright Express Gas Credit Card, contact Elaine Garris at 328-6434 or by email at garrisd@ecu.edu.