



**DEPARTMENT OF PUBLIC SAFETY  
INTRA-DEPARTMENTAL CORRESPONDENCE**



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**DATE: JANUARY 22, 2020**  
**FROM: CHIEF TIM Q. JOHNSON** *TQJ*  
**DEPUTY SECRETARY - OPERATIONS**  
**TO: ALL COMMISSIONED PERSONNEL**  
**SUBJECT: DIRECTIVE 2020-01**  
**WRIGHT EXPRESS (WEX) FUEL CARD PURCHASES**

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Effective immediately, the Wright Express (WEX) fuel card will only be used for fuel and car washes.

The card may also be used in emergency situations for the purchase of vehicle parts, fluids and/or service on department-owned vehicles with the authorization of The Special Project Bureau/Fleet Operations supervisors (Mr. Lou Garafolo, Lt. Dennis Gold, Sgt. Joshua Willis) or administrative assistant (Ms. Gwendolyn Romero). In the event of an emergency purchase. Approval must be obtained, and the receipt must be submitted to Fleet Operations.

Any other purchases are not authorized.

This directive will be in effect until further notice.

Thank you in advance for your attention and compliance with this directive.

TQJ/aml