



STATE OF ALABAMA
Department of Finance
Division of Purchasing

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State Purchasing Deputy Director

September 16, 2019

To: Dr. Kathleen Baxter, Comptroller

From: Michael Jones, Director
Division of Purchasing

A handwritten signature in black ink that reads "Michael Jones".

Subject: WEX Fuel Card Services

The existing contract with WEX for Fuel Card Services will expire on November 6, 2019. We are currently evaluating responses and anticipate having a new contract in place by the first of November. In order to avoid having agencies enter delivery orders under two contract numbers for FY '20 services, we are requesting payments of invoices for the months of October and November be approved using this letter to meet the purchasing documentation requirement. Agencies should have delivery orders in place for invoices beginning in the month of December 2019.

Thank you for your assistance in allowing this authorization.