



## Fleet Fuel Card Driver PIN Application

Date: \_\_\_\_\_

### Driver Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ E-Mail: \_\_\_\_\_ @calpoly.edu

Phone #: \_\_\_\_\_ Bldg. & Room #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Expires on: \_\_\_\_\_

Requested PIN: \_\_\_\_\_

### Vehicle Information

Vehicle License #'s PIN  
will be used on: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approving Official:** The Approving Official must ensure compliance with fuel card policies and with CSU, campus, state, fiscal and procurement rules by reviewing the fuel card's transactions for appropriateness, adequate documentation is received, identifying possible violations and taking appropriate actions if violations are found and notifying the Fleet Fuel Card Administrators of changes in departmental program participants.

Note: An Approving Official is defined as an employee with a classification of MPP, Department Head, Department Chair, or Confidential Employee.

Approving Official: Signing below confirms you have read the Fuel Card Policy Manual and understand your role and responsibilities.

Name of Approving Official: \_\_\_\_\_ Title of Approving Official: \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_ Approving Official Email: \_\_\_\_\_

Dept./ Div. Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Internal Use Only**

Fleet Fuel Card Administrator  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Instructions:

**When to use this form:**

Use this form to apply for a University Fleet Fuel Card Driver PIN for approved University drivers.

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**Driver Information**

The person who will be driving a University Vehicle and using the Fleet Fuel Card assigned to that vehicle will fill out their information in this section. The Driver should indicate a PIN that they would like to use.

Please date the form.

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The Approving Official will fill in their name, title, email, and sign the form.

Department or Division Executive Signature is required to approve the card.

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For more information on the Fleet Fuel Card Program, please visit: <https://afd.calpoly.edu/facilities/services/fleet-services#Fuel>

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Any questions?

Contact Fleet Fuel Card Administrator at [fuelcard@calpoly.edu](mailto:fuelcard@calpoly.edu) or call 6-6022/6-2232