	CALPOLY Fleet Fuel Card Vehicle Application Administration & Finance Fleet Fuel Card Vehicle Application							
🗸 ardholder I	nformation			Date:				
First N	ame:			Last Name:				
Department:				E-Mail:		@calpoly.edu		
Phone #:				Bldg. & Room #				
ehicle Info	rmation							
				License Plate #				
VIN #								
Fuel Type								
efault Chai	rtfield String:							
	Fund	Dept. ID	Account #	Program	Project	Class		
Applic	cant Signature	e:			Date	:		
Applic	cant Signature	2:			Date	::		
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Contact Fuel Card Administrator at fuelcard@calpoly.edu or call 6-6022/6-2232



Fleet Fuel Card Application

Instructions:

When to use this form:	Use this form to apply for a University Fleet Fuel Card for University owned Department vehicles.			
Cardholder Information	The Department representative responsible for the card is identified in this section. All six (6) sections are required.			
	Please date the form.			
Vehicle Information	Indicate the Fleet Vehicle Number, License Plate Number, and VIN for the vehicle. Choose one of the dropdown options for Fuel Type and Vehicle Description. Only one application per vehicle will be accepted.			
Financial Information	Indicate the Chartfield String for the Fuel Card to charge back to. The Chartfield String will be determined by the Vehicle Department's Budget Analyst, Approving Official, or Administrative Analyst. The Fund, Dept. ID, and Account are required fields.			
	The Applicant is required to sign and date the form.			
Approving Official	An Approving Official is defined as an employee with a classification of MPP, Department Head, Department Chair, or Confidential Employee.			
	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 Fuel Card Administrators of changes in departmental program participants.			
	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.			
	For more information on the Fleet Fuel Card Program, please visit: <u>https://afd.calpoly.edu/facilities/services/fleet-services#Fuel</u>			