



Date: _____

Liaison Information

First Name: _____ Last Name: _____

Department: _____ E-Mail: _____ @calpoly.edu

Phone #: _____ Bldg. & Room # _____

Liaison 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 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.

Title of Approving Official: _____

Name of Approving Official: _____

Approving Official Email: _____

Approving Official Signature: _____

Date Approved: _____

Dept./Div. Executive Signature: _____

Dept./Div. Executive Name: _____

For Internal Use Only

Voyager Administrator Signature: _____

Date: _____



Responsibilities of the Fleet Fuel Card Department Liaison

The University Department Liaison is a University employee designated to request the ordering and cancellation of cards at the University departmental level through the Fleet Fuel Card Administrator (Procurement and Contract Services). The Department Liaison must perform the following required activities listed below.

1. Complete review of the University Fleet Fuel Card manual.
2. Request Fleet Fuel cards for department vehicles as needed.
3. Request cancellation of departmental Fleet Fuel cards as needed.
4. Coordinate pickup/distribution of Fleet Fuel Cards for department as applicable.
5. Receive the Fleet Fuel Card Request form from authorized departmental personnel:
6. Review the Fleet Fuel Card Request form to ensure all necessary information is provided and that the request has been approved by an approving official who has authority to sign off on expenditures.
7. Verify the accuracy of all Fleet Fuel Cards that are ordered and make sure they are correct prior to distributing to the departmental users.
8. Report lost or stolen Voyager Cards immediately to US Bank Customer Service directly at (800) 987-6591, available 24 hours a day, and 7 days a week. The University Fleet Fuel Card Administrator (fuelcard@calpoly.edu) and approving officials should also be notified as soon as possible

Payment

The University Department Liaison and the Approving Official shall review and process the Fleet Fuel Account Summary Report (invoice) on a timely basis. The invoice reflects charges through the 13th of each month. The Fleet Fuel Card Administrator will submit the current statement to each department. Statement, receipts, and signatures of the Department Liaison and Approving Official are due 10 days after the invoice is submitted to the department payment is due 25 calendar days after the invoice is mailed by WEX and is payable *upon receipt*. The entire invoice must be paid promptly. The Fleet Fuel Account Summary Report (invoice) will be sent to the Accounts Payable Department for payment once approved by department personnel.

If the invoice is not received by Fleet Fuel Card Administrator within the 10-calendar day deadline, if the invoice is more than 30 calendar days past due the account can be suspended and is in jeopardy of being canceled. At 90 calendar days past due, the account can be closed. If there is an error on the invoice, Voyager has dedicated Operations Account Representatives to answer billing inquiries and can be reached at (800) 987-6591 available from 6:00 AM to 8:00 PM (CST).