



Fleet Fuel Card Vehicle Application

Date: _____

Cardholder Information

First Name: _____ Last Name: _____
 Department: _____ E-Mail: _____@calpoly.edu
 Phone #: _____ Bldg. & Room # _____

Vehicle Information

Fleet Vehicle # _____ License Plate # _____
 VIN # _____
 Fuel Type Vehicle Description

Default Chartfield String:

Fund	Dept. ID	Account #	Program	Project	Class

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 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: _____

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: <https://afd.calpoly.edu/facilities/services/fleet-services#Fuel>
