

WSU FUEL CHARGE CARD APPLICATION

See BPPM 95.37 for policies

Washington State University
Payments – Card Programs
 PO Box 641025
 Pullman, WA 99164-1025

DEPARTMENT NAME		DEPT/VEHICLE/NAME TO DISPLAY ON CARD: (17 characters)	
CARD CUSTODIAN NAME	CARD CUSTODIAN EMAIL	CARD CUSTODIAN TELEPHONE	
CARD ASSIGNEE	CARD ASSIGNEE EMAIL	CARD ASSIGNEE TELEPHONE	

FUNDING (ACCOUNTING) CODES / OPTIONS:

(for more than 2 funding sources, please note additional on the back of form)

<input type="checkbox"/> DEFAULT FUNDING (Charge Default Funding for fuel card usage each month)	PG / GF / GR	COST CENTER	FUND	FUNCTION	REGION	ALTERNATE
	_____	CC _____	FD _____	FN _____	RG _____	_____
	PG / GF / GR	COST CENTER	FUND	FUNCTION	REGION	ALTERNATE
	_____	CC _____	FD _____	FN _____	RG _____	_____
<input type="checkbox"/> MONTHLY SPREADSHEET	Card Custodian will submit monthly billing spreadsheet each month to purchasing.card@wsu.edu as described in fuel Cards processes found on the webpage Fuel Card Payment Services Washington State University (wsu.edu) .					

FUEL CARD USE OPTIONS:

<input type="checkbox"/> GENERIC FUEL CARD (Use for fueling any WSU owned or rental vehicle)	<input type="checkbox"/> VEHICLE FUEL CARD: (Use for fueling designated vehicle ONLY)	VEHICLE MAKE / MODEL / YEAR _____ VEHICLE LICENSE PLATE NUMBER _____
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FUEL CARD LIMITS:

(All fuel cards are created with standard limits unless special limits / expanded services are selected below.)

STANDARD LIMITS	SPECIAL LIMITS (Check selections for your card)		EXPANDED SERVICES
<ul style="list-style-type: none"> \$1,000 Credit / Month 3 Transactions / Day Fuel Purchases ONLY 	<input type="checkbox"/> \$1,000 Credit / Month <input type="checkbox"/> \$2,000 Credit / Month <input type="checkbox"/> \$2,500 Credit / Month <input type="checkbox"/> \$5,000 Credit / Month	<input type="checkbox"/> 3 Transactions / Day <input type="checkbox"/> 5 Transactions / Day <input type="checkbox"/> 8 Transactions / Day <input type="checkbox"/> Out of State Transactions*	<input type="checkbox"/> Emergency Roadside Assistance (Tire change, Jump start, Towing, etc.) <input type="checkbox"/> Maintenance (Lube, Oil, Filter, etc.) <input type="checkbox"/> Other Special Request(s) _____

* When driving to states other than Washington, Idaho, and Oregon – please contact Card Programs by emailing purchasing.card@wsu.edu with details (dates, states, etc.) to notify the card provider and reduce the risk of declined transactions.*

APPROVALS:

CARD CUSTODIAN WSU ID NUMBER	CARD CUSTODIAN SIGNATURE	DATE
DEPARTMENT CHAIR OR DIRECTOR NAME & TITLE	DEPARTMENT CHAIR OR DIRECTOR SIGNATURE	DATE

Send completed & signed application to: **Card Programs**

email: purchasing.card@wsu.edu

Campus mail: zip 1025

Hand delivery: French Administration Building office 240-K (entrance 242)

USPS: PO Box 641025, Pullman, WA 99164-1025