

WSU FUEL CHARGE CARD CHANGE REQUEST

See BPPM 95.37 for policies

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

DEPARTMENT NAME		DEPT/VEHICLE/NAME CURRENTLY DISPLAYED ON CARD: _____	
CARD CUSTODIAN NAME	CARD CUSTODIAN EMAIL	CARD CUSTODIAN TELEPHONE	
CHANGE TO:			
CHANGE CARD CUSTODIAN NAME TO:	NEW CARD CUSTODIAN EMAIL	NEW CARD CUSTODIAN TELEPHONE	

CURRENT FUEL CARD TO BE CHANGED:

<input type="checkbox"/> CANCEL	<input type="checkbox"/> GENERIC FUEL CARD	<input type="checkbox"/> VEHICLE FUEL CARD:	VEHICLE MAKE / MODEL / YEAR _____
	CARD # _____ ENDING _____	CARD # _____ ENDING _____	VEHICLE LICENSE PLATE NUMBER _____

DRIVER ID / VEHICLE ID:

<input type="checkbox"/> ADD	_____	<input type="checkbox"/> ADD	_____	<input type="checkbox"/> ADD	_____
<input type="checkbox"/> DELETE	_____	<input type="checkbox"/> DELETE	_____	<input type="checkbox"/> DELETE	_____

CURRENT FUNDING (ACCOUNTING) CODES / OPTIONS:

<input type="checkbox"/> DEFAULT FUNDING	REMOVE: PG / GF / GR _____	COST CENTER CC _____	FUND FD _____	FUNCTION FN _____	REGION RG _____	ALTERNATE _____
<input type="checkbox"/> MONTHLY SPREADSHEET	Card Custodian submits monthly billing spreadsheet each month to purchasing.card@wsu.edu					
CHANGE TO:						
<input type="checkbox"/> DEFAULT FUNDING (Charge Default Funding for fuel card usage each month)	PG / GF / GR _____	COST CENTER CC _____	FUND FD _____	FUNCTION FN _____	REGION RG _____	ALTERNATE _____
	PG / GF / GR _____	COST CENTER CC _____	FUND FD _____	FUNCTION FN _____	REGION RG _____	ALTERNATE _____
<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) .					

CHANGE FUEL CARD LIMITS TO:

<input type="checkbox"/> 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