

# WSU FUEL CHARGE CARD CUSTODIAN AGREEMENT

See BPPM 95.37 for policies

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

|                     |                      |                                      |                          |
|---------------------|----------------------|--------------------------------------|--------------------------|
| DEPARTMENT NAME     |                      | DEPT NAME AS DISPLAYED ON FUEL CARDS |                          |
| CARD CUSTODIAN NAME | CARD CUSTODIAN EMAIL |                                      | CARD CUSTODIAN TELEPHONE |

- 1) The official WSU Fuel charge card, issued on behalf of Washington State University, is the only charge card approved for retail fuel purchases. No other brand of charge card is approved for retail purchases of fuel. Gasoline and diesel are prohibited purchases for the WSU Procurement Card.
- 2) The WSU Fuel charge card may be used to purchase Fuel and (when programmed) Electrical Charging for University-owned vehicles / equipment and University business-related rental vehicles / equipment. Upon Departmental request, fuel charge cards may also be programmed to allow payment for Emergency Roadside Assistance, Maintenance, and other vehicle-related requested services or payments.
- 3) The WSU Fuel charge card is **not** to be used for fueling personal vehicles.
- 4) WSU Fuel charge card transactions constitute financial commitments for which Washington State University is liable. Personal purchases are **strictly prohibited**. Card users are to purchase fuel of an appropriate grade for the vehicle, as designated in the WSU Fuel Charge Card BPPM, and within reason strive to obtain the best value available. Fuel Card Custodians and Card Users may access the merchant locator and pricing tools as instructed on the Card Programs webpage <https://acctspay.wsu.edu/card-services/> .
- 5) As Fuel Card Custodian:
  - I understand that it is my responsibility to manage and safeguard the inventory of WSU Fuel Charge Cards issued to my department. If the department maintains a separate fuel charge card for each vehicle, I will order a new fuel card when the department acquires a new vehicle. I will contact Card Programs to cancel any obsolete cards and will notify the fuel card provider and Card Programs to report lost or stolen cards.
  - I understand that misuse or mismanagement of WSU Fuel Charge Cards may result in card cancellation, termination of employment at Washington State University, and criminal prosecution.
  - I will be provided access to the fuel card provider's website for the purposes of transactional and departmental fuel use reporting.
  - I understand the use of WSU Fuel Charge Cards issued to my department is to be monitored by me and is subject to audit. Any questions of misuse should be directed to my supervisor or area finance officer.
  - I agree to be the primary contact for concerns related to WSU Fuel Cards issued to my department. I agree to notify Card Programs if I am leaving this position, or if the responsibilities of fuel card custodian are transferred to another employee in my department.
  - I agree to perform my role as fuel card custodian of the WSU Fuel charge cards assigned to my department in accordance with the above terms and any fuel card policies, procedures, or processes that are published in the Purchasing Chapter 70 and Fuel Credit Card Chapter 95 of the WSU Business Policies and Procedures Manual and on the WSU Card Programs webpages <https://acctspay.wsu.edu/fuel-card/> .

My signature below indicates that I have read this agreement, understand it, and agree to be bound by it, and any subsequent amendments, addenda, or related policies, procedures, and processes for as long as I am the fuel card custodian for the above-named department at Washington State University.

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|-------------------------------|---------------------------|-------|
| CARD CUSTODIAN WSU ID NUMBER: | CARD CUSTODIAN SIGNATURE: | DATE: |
|-------------------------------|---------------------------|-------|

Send completed and signed form to: Card Programs email: [purchasing.card@wsu.edu](mailto:purchasing.card@wsu.edu) - campus zip:1025 - hand delivery: French Admin 240-K