

# FUEL CARD REQUEST FORM

EACH CARD REQUESTED WILL REQUIRE INFORMATION SUBMITTED ON THIS FORM!  
PLEASE MAKE COPIES DEPENDING ON WHATEVER YOUR NEEDS MAY BE.

## INDIVIDUAL MAKING REQUEST

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

## BUDGET INFORMATION

CAMPUS LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

BUDGET NUMBER: \_\_\_\_\_ (Include 2 letter designator: UP, HY, BK etc)

FUND NUMBER: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_ (OPTIONAL)

BUDGET EXECUTIVE NAME: \_\_\_\_\_

FINANCIAL OFFICER NAME: \_\_\_\_\_

## CONTACT PERSON RESPONSIBLE FOR MONTHLY BILLING AND PROCESSING

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ID: \_\_\_\_\_

## CARD INFORMATION

LINE 1: \_\_\_\_\_ (OPTIONAL)

EXAMPLE: DEPT. NAME, INDIVIDUAL NAME, VEHICLE NUMBER

LINE 2: "THE PENNSYLVANIA STATE UNIVERSITY" (MANDATORY)

LINE 3: \_\_\_\_\_ (OPTIONAL)

EXAMPLE: DEPT. NAME, INDIVIDUAL NAME, VEHICLE NUMBER

BUDGET EXECUTIVE SIGNATURE: \_\_\_\_\_

FINANCIAL OFFICER SIGNATURE: \_\_\_\_\_

PLEASE SUBMIT COMPLETED FORM TO: JOHN HOOVER—FLEET OPERATIONS BLDG, RM 1, UNIVERSITY PARK,  
PA 16802 ANY QUESTIONS PLEASE CALL 814-863-7888

# FUEL CARD REQUEST FORM

(Page \_\_\_\_\_)

## Table of Contents:

Purpose  
General Information  
Exhibit/Instructions

## Purpose:

This form is to be used to request a Fuel Card for the purpose of purchasing fuel for departmentally owned University vehicles.

## General Information:

1. The card may be used to purchase fuel or pay for service work performed on a University vehicle. Taxes on fuel purchases will be deducted automatically.
2. Requests for Departmental fuel cards are made directly to Fleet Operations via the Fuel Card request form.
3. For policies covering University owned vehicles refer to BS20 in GURU.
4. For Departmentally owned vehicles with circumstances not covered in BS20 refer to Risk Management for guidance.

## Exhibit/Instructions:

Click on [\[link\]](#) to view the exhibit and instructions on completing the form.