FLEET SERVICES

UNIVERSITY OF CALIFORNIA, BERKELEY

FUEL CREDIT CARD APPLICATION

To order a Fuel Credit Card, complete all requested information and return these forms to
Fleet Services (Fleet@berkeley.edu)

DEPARTMENT NAME _____

CARD CUSTODIAN
(SEND CARD TO) _____ PHONE _____

E-MAIL ADDRESS_____

ACCOUNT CUSTODIAN
(REVIEW OF LEDGERS) _____ PHONE _____

E-MAIL ADDRESS_____

QTY	BU	BFS ACCT	FUND	DEPT ID	PROG	CF1	CF2
		59009					

SIGNATURE BELOW
1. Acknowledges that the Department is responsible for the proper use of the card
2. Indicates agreement that the Department will review credit card usage
3. Authorizes Fleet Services to recharge chart string for all approved transactions, one-time set-up fee ($44.50 per card), and monthly program fee ($ 6.75 per card per month).
   Rates are subject to change

_____   _____
AUTHORIZED SIGNATURE (MSO OR   DATE
SIMILAR)

University of California, Berkeley
Property Management: Fleet Services
Fuel Card Agreement Form

Card Custodian

The Card Custodian assumes responsibility for the security and proper use of a State of California Fuel Card (Wex Fuel Card). The Card Custodian shall:

- Safeguard the WEX Card and its PIN
    - Keep the card in a secure location when not in use
    - Store any written record of the PIN in a secure manner
    - Share the card and/or PIN with **no** other person
    - If a card is lost or stolen, immediately report the card to Fleet Services
- Ensure that the card is used only for appropriate purchases (described below), and in conjunction with University business
- Maintain a written record of card activity (described below) and document the business purpose for each transaction
- Provide the card activity record to the Account Custodian (role described below)
- Inform Fleet Services of any change in the Card Custodian's contact information
- Surrender the card to Fleet Services upon demand or when the Card Custodian no longer has a business purpose for the card. Please note that the card is property of the University, not the Card Custodian.

Account Custodian

The Account Custodian assumes responsibility for reviewing card activity to ensure appropriate use. The Account Custodian and the Card Custodian must be different people. The Account Custodian shall:

- Review the card activity record, confirm that the business purpose for each transaction is adequately documented, and confirm that the quantity of fuel consumed is reasonable for that purpose
- Reconcile the card activity record against the monthly Property Management Statement of Charges
- Inform Fleet Services of any change in the Account Custodian's contact information

WEX Fuel Card may be used to purchase:

- Fuel, oil, coolant, and other fluids
- Accessories (batteries, windshield wiper blades, etc.)
- Car washes
- **In out-of-area emergencies only:** parts and labor for towing, road service, and mechanical repairs

WEX Fuel Card may <u>not</u> be used to purchase:

- Food or beverages
- Parts and labor for towing, road service, and mechanical repairs within range of our local vendors
- Other goods or services

WEX Fuel Card may be used for the following vehicles:

- A University vehicle
- A vehicle rented for University business

The Card Activity Record must include the following elements:

- The credit card receipt
- Identifying information for the vehicle (e.g., University vehicle number, or license plate of a rental vehicle)
- Odometer reading of the vehicle when the transaction occurred
- If a University vehicle: documentation of the business purpose of any trips made since the last time the vehicle was fueled (i.e., trip log)
- If a rental vehicle: a copy of the rental agreement or invoice and a statement of the business purpose for the rental
- If the transaction is a batch payment for multiple vehicles: a detailed statement or log sheet that has the above information and shows the date, time, type of product or service purchased, quantity purchased, and dollar amount.

Agreement

In reference to the cards listed below, we agree to perform the responsibilities described in this document.

Card numbers: _____

_____   _____   _____   _____
Card Custodian (Print & Sign)   Date   Account Custodian (Print & Sign)   Date