



University Fuel Card Procedures and Guidelines

Ordering a New Fuel Card:

1. Complete the **Fuel Card Application** for a new card. Forward to Teresa Jackson and Marci Morehead. (Scan and email application).
 - Driver ID Number will be the last 5 digits of the WKU ID number
 - The card includes: Department Name
Vehicle # - Make, Model and Year
2. Complete the **Fuel Card Holder Agreement** and secure all necessary signatures. Give the agreement to the Fuel Card Record Keeper for file.

Ordering a Replacement Fuel Card (for lost/stolen card):

1. Please email Teresa Jackson and Marci Morehead. We will close and replace your card immediately.

New Employee/Record Keeper for Fuel Card:

1. Complete a **New Card User Notification Form**. Forward to Marci Morehead and Teresa Jackson (Scan and email application).
2. Complete the **Fuel Card Holder Agreement** and secure all necessary signatures. Give to Fuel Record Keeper for file.

Cancelling a Fuel Card/ Driver ID #:

1. Please email Teresa Jackson and Marci Morehead of the card to be cancelled.
2. Please email Teresa Jackson and Marci Morehead of employee leaving to cancel driver ID #.
3. Deliver the card to Marci Morehead at SSB, Room 110.

Responsibility of the Fuel Card User:

1. Check out the Fuel card from the Record Keeper (If applicable – If you do not have a Record Keeper, you are the Record Keeper).
2. When travel is completed, return the Fuel Card to the Record Keeper.

Duties of the Fuel Card Record Keeper:

1. Complete a new Fuel requisition at the beginning of each fiscal year.
2. Keep the Fuel Card in a secure place.



3. Keep file of ***Fuel Card Holder Agreements***. See that this file is current by having new drivers using the Fuel Card complete the agreement.
4. Check out the fuel card to the Fuel Card Users. Document check in/out of card on official **Fuel card log**.
5. Review invoices and report necessary corrections to Teresa Jackson and Marci Morehead.
6. Reconcile log to invoices.
7. Receive the invoice amount in TopShop for the payment to be processed.
8. Report any changes in Fuel Record Keepers or supervisors to Teresa Jackson and Marci Morehead.

The User may also be the Record Keeper.