

Application for a Fleet Gas Card



Date _____
(Please Print Clearly)

Name _____

Title _____ Birth Date _____

Department _____ Telephone # _____

Reason for Card _____

____ Imperial Oil (Esso) ____ Irving Oil (Please check off one)

Number of Employees Who Will Be Using This Card _____

(Note: If there is more than one (1) user, please attach a list of all their names, because each user will be issued a PIN.)

Purchase Requisition Number Attached _____

(On the Purchase Requisition, please estimate the amount of gas your dept. will purchase from current date until April 30th., which is the fiscal year end.)

Signature of Applicant _____

Signature of Director or Dean _____

Credit Limit (\$1,000 Recommended) _____

Comptroller:

☐ Credit Limit Approved

☐ Credit Limit Rejected

Date

Signature

Vice-President, Administration & Finance:

☐ Application Approved

☐ Application Rejected

Date

Signature

Rules Governing Use of a Fleet Gas Card
University of Prince Edward Island Cardholder Agreement

Cardholder:

1. The cardholder shall be personally liable for unauthorized, unapproved, or inappropriate use of his/her University gas card.
2. The cardholder shall retain all original invoices for the purposes of reconciling the monthly gas card statement, and maintain the records within his/her department for audit purposes.
3. Upon resignation, transfer or re-assignment, the cardholder shall return his/her gas card to the Department Head.

Signature of Applicant

Date

Department:

1. The department shall designate a person within the department who shall be responsible for the monthly administration of the transactions including:
 - receive monthly gas card statement;
 - reconcile and match original invoices to statement items;
 - accurately code all expenditures on the statement; and
 - maintain the records within the department for audit purposes.

Name of Designate _____

2. The department shall be responsible for all expenditures incurred, including all gas charges, transaction fees and interest.
3. The department shall be responsible for monitoring the ongoing use of the University gas card held within the department.
4. The department shall be responsible for the recovery of gas cards held by departmental staff upon their separation, transfer, or re-assignment. The department shall then return the gas card, if no longer required, to the Procurement Office.
5. A new *Purchase Requisition* must be issued at the beginning of each fiscal year by the department.

I hereby agree to the above terms and conditions for the University Fleet Gas Cards.

Signature of Department Head

Date