

<b>UNM FLEET CARD OBTAINING A FLEET CARD</b>
--

**GENERAL:**

For the purposes of efficiency in administration and management, approved and trained departmental Fleet Card Users are authorized to make purchases of fuel.

Applying For a Fleet Card

Completed applications for a Fleet Card must be forwarded to the appropriate accounting office for approval.

Procedure for Applying for a Card

1. The Fleet Card Application, Agreement, and Policies and Procedures for using the card are published at <http://www.unm.edu/~purch/fleet.htm>
2. After reading the Policies and Procedures and the User Agreement, complete the Application for a Fleet Card.
3. The Dean, Director/Dept Head and vehicle's supervisor/responsible party must agree to the provisions of the Fleet Card Agreement.
4. The Dean, Director or individual with budgetary responsibility for the accounts, can approve one of the following limits for the Card:  
\$25 Per transaction, two transactions per day and a \$50. daily limit  
\$50 Per transaction, two transactions per day and a \$100. daily limit  
\$100 Per transaction, two transactions per day and a \$200. daily limit
5. The Dean, Director or individual with budgetary responsibility for the accounts, will enter a default UNM Account Number that will be assigned to the Fleet Card.

In the event that a majority of transactions require reallocation to additional UNM Account Numbers, due to special funding of vehicles, contact the Fleet Card Administrator. The Fleet Card Administrator will forward a special application.

6. The Dean, Director, Chair or other budgetary authority must sign the Application for Fleet Card and agree to the Fleet Card Agreement.
7. The original Application for a Fleet Card should be routed to the appropriate accounting office for approval of the account numbers listed in the Application.
8. The Accounting office will approve the Application with respect to the validity of the account numbers and that the requesting Dean, Director, Chair, etc. has budgetary authority for all accounts listed on the Application Form.

9. The Accounting office will send the approved Application to the Fleet Card Administrator.
10. The Fleet Card Administrator will review the Application and if in order, will transmit the information to the bank.
11. The Fleet Card Administrator will call the vehicle's supervisor/responsible party to come to Purchasing to accept the Card. The vehicle's supervisor/responsible party will be required to sign a receipt for the Card and the Fleet Card Agreement. Cards will not be given to anyone other than the vehicle's supervisor/responsible party or Dean, Director/Dept Head.

**EXCEPTIONS TO ANY OF THE FLEET CARD POLICIES AND PROCEDURES WILL REQUIRE WRITTEN APPROVAL FROM THE DIRECTOR OF PURCHASING.**