

UNM FLEET CARD APPROVED AND PROHIBITED USES OF THE FLEET CARD
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GENERAL:

The Fleet Card may be used for fuel, car washes, and emergency repairs not exceeding the established authorization controls set by the department for an individual Card. An attempt to use the Fleet Card for purchases in excess of the established limits will result in the purchases being rejected by the bank and the vendor. The Fleet Card cannot be used at vendors that are categorized as other than fuel stations or car washes.

Personal and/or Unauthorized Purchases

THE CARD CANNOT BE USED FOR PERSONAL AND/OR UNAUTHORIZED FUEL, ITEMS OR SERVICES. IT MAY ONLY BE USED FOR FUEL OR CAR WASHES PURCHASED FOR UNM BUSINESS PURPOSES.

THE FLEET CARD IS NOT AUTHORIZED FOR USE IN PERSONAL VEHICLES EVEN IF USED FOR UNM BUSINESS.

PERSONAL VEHICLE EXPENSES WILL CONTINUE TO BE PAID ON A PER DIEM BASIS!