



## University Fuel Card Procedures and Guidelines

### Ordering a New Fuel Card:

1. Complete the **Fuel Card Application** for a new card. Forward to Jennifer Palmer and Teresa Jackson. (Scan and email application).
  - Driver ID Number will be the last **6** digits of the WKU ID number.
  - The card includes:
    - Department Name
    - Vehicle Year, Make, and Model
    - Vehicle Number
2. Complete the **Fuel Card Holder Agreement** and secure all necessary signatures. Give the agreement to the Fuel Card Record Keeper to file.

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

1. Please email Jennifer Palmer and Teresa Jackson. We will close your card immediately and request a replacement card.

### New Employee/Record Keeper for Fuel Card:

1. Complete the **New Card User Notification Form**. Forward to Jennifer Palmer and Teresa Jackson. (Scan and email application).
2. Complete the **Fuel Card Holder Agreement** and secure all necessary signatures. Give the agreement to the Fuel Card Record Keeper to file.
3. It is imperative to inform us promptly of any changes to record keepers or card users.

### Canceling a Fuel Card/ Driver ID#

1. Please email Jennifer Palmer and Teresa Jackson of the card to be canceled.
2. Please email Jennifer Palmer and Teresa Jackson of the employee leaving to cancel the driver Id#.
3. Deliver the card to Jennifer Palmer or Teresa Jackson at SSB, Room 126.

### Responsibility of the Fuel Card User:

1. Check out the Fuel card from the Record Keeper
2. When travel is complete, return the Fuel Card to the Record Keeper.

### Duties of the Fuel Card Record Keeper:

1. Keep the Fuel Card in a secure place.
2. Keep a file of **Fuel Card Holder Agreements**. See that this file is current by having new drivers using the Fuel Card complete the agreement.

3. Check out the Fuel Card to the Fuel Card users. Document check-in/check-out of the card on the official **Fuel Card Log**.
4. Review transactions/invoices and report necessary corrections to Jennifer Palmer and Teresa Jackson.
5. Reconcile Fuel Card Log to transactions/invoices.
6. Report any changes in Fuel Record Keepers or Supervisors to Jennifer Palmer and Teresa Jackson.

**The User may also be the Record Keeper.**

**Portal Access for Fuel Card Record Keeper:**

1. All record keepers and Supervisors will have access to view statements, invoices, and real-time charges through the portal.
2. Please ensure that both Record Keeper and Supervisors can sign into the US BANK Voyager Portal using the following link: <https://voyager.usbank.com/app/auth/userLogin.do>
3. If you do not have access already assigned to you, or you are having trouble logging into the Portal, please contact Jennifer Palmer or Teresa Jackson.

**Invoice Processing**

All invoices will be paid by Purchasing and charged to individual department indexes. No requisition is needed for fuel payments.