

Fleet Card Application and Agreement
 Missouri University of Science and Technology
 G5C Campus Support Facility
 Rolla, MO 65409
 (573) 341-4266

Vehicle Information – To be completed by Department

Last Name _____ (License #) First Name _____ Vehicle # _____

Department Name _____
 (Maximum 25 characters - will be embossed on card)

Business Address _____
 (Maximum 25 characters)

Business Address Line # 2 (optional) _____
 (Maximum 25 characters)

City _____ State _____ Zip Code _____
 (Maximum 25 characters) (2 Character State Code) (Use 9 digit Zip Code)

Business Phone () _____

Vehicle Controls – To be completed by Approving Official

Approving Official Name: _____

Approving Official Title: _____

5 Digit MoCode _____ 6 Digit PS Account _____

Purchasing Card Controls

Max Daily Purchase	5		Standard limits are set for all Fleet Cards. If other limits are necessary please indicate needs in space provided.
Billing Cycle Limit	\$ 1,000	\$	
Single Purchase Limit	\$ 75.00	\$	

Purchasing Card Administrator Use Only

Hierarchy Level _____ Hierarchy Number _____ Central Bill Number _____ ROLLA Fleet _____
 Role Access _____

User ID _____ Password _____ Level _____

MCC Group(s) 474 include _____ (Add to PaymentNet Account Field 1)

Purchasing Card Administrator's Name _____ Date _____

Purchasing Card Administrator's Signature _____

Fleet Card Agreement

If a card is lost or stolen, it is the Campus Department's responsibility to notify JP Morgan at 1-800-270-7760 and the Purchasing Card Administrator in the Missouri S & T Procurement Services Office at 573-341-4872 **immediately**. Under these circumstances, the campus department is responsible for payment of all charges made on the lost or stolen card up to \$1,000. Otherwise, the Campus Department is responsible and will be held accountable for all charges made to the Fleet Card.

Failure to adhere to any of the above responsibilities for the Fleet Card will result in revocation of the Card privileges and may result in revocation of all department Fleet Cards. Use of the Fleet Card for non-University, personal purposes, excluded items, or allowing the use of the Fleet Card by unauthorized individual may result in discipline, up to and including dismissal from employment and may in some circumstances also constitute a criminal act punishable by law. A list of categories for which the Fleet Card may be used, will be provided to each Campus Department during training and/or when the card is issued.

Campus Department

As the Campus Department responsible for this Fleet Card, we agree to accept the responsibility and accountability for the protection and proper use of this Fleet Card, as enumerated above. If non-University charges are placed on the Fleet Card by an employee of the University who is using the card; UMR Campus Procurement Services will be contacted immediately.

Approving Official and Dean, Department Chair or Director

As Department Approving Official and Vice Chancellor, Dean, or Department Head I take full administrative responsibility for the action of the department issued the card and the employee (s) who use the card and I approve the limits set forth for this card on the previous page.

Approving Official Signature	Date

Vice Chancellor, Dean, Department Head	Date