Vehicle Fleet Card Application

University of Houston
Accounts Payable

Date: _____

Department: _____   College/Division: _____

Vehicle Information:

License Plate	
VIN	
State	
Year/Make/Model	

Dollar limit per billing cycle ($1,000/billing cycle default): _____

Number of transactions per day (3 transactions/day default): _____

Dollar limit per day (optional): _____

Purchase time restriction (optional):   Card purchases only between the hours of _____and _____

Purchase day restriction (optional):   Card purchases only on these days _____

Business Contacts:

EmplID	Name	Email	Phone

I have read the Fleet Card Guidelines and understand the requirements and accept the College/Division Administrator responsibilities.

Approved by:_____   _____
            College/Division Administrator's Signature   Date

Form003

Please email completed forms to Danny Nguyen at ddnguy42@central.uh.edu,
or you can fax completed forms to A/P at (713) 743-8709