



Exhibit P

# Fleet Fuel Card Program Account Request

Date: \_\_\_\_\_ Division Name: \_\_\_\_\_

Requestor: \_\_\_\_\_ Division Head/  
Department Director: \_\_\_\_\_

**Fleet Fuel Card Request**

Asset ID: \_\_\_\_\_

Add New Fleet Fuel Card     Terminate Existing Fleet Fuel Card     Apply Fuel Cell Authorization

Transfer Fleet Fuel Card to: \_\_\_\_\_  
(Department acquiring ownership of the asset)

**Authorized Card User Request**

Card User's First Name: \_\_\_\_\_ Card User's Last Name: \_\_\_\_\_

Add New Driver; 4-digit Prompt ID #: \_\_\_\_\_     Terminate Driver

Comments: \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head/Department Director

\_\_\_\_\_  
Date

**Purchasing Use Only**

Processed by: \_\_\_\_\_ Date \_\_\_\_\_  
Purchasing Staff

Comments: \_\_\_\_\_