



MSU Payment Cards

MSU Gasoline Card Application

Overview: The Gasoline card is an MSU issued credit card for use with non-motor pool, department-owned vehicles. These fleet cards are accepted at thousands of participating gas stations and expensed monthly to the department's default account. Please fill in all fields and email the completed application to paymentcards@ctrl.msu.edu.

Employee Requesting Card:

Name:

Email:

Department:

Campus Address:

Campus Phone Number:

Account to be Charged:

Sub Account (if applicable):

Vehicle Asset ID:

Employee Signature: _____

Date:

Additional Department Contact:

Name:

Email:

Campus Address:

Campus Phone Number:

Departmental Chairperson or Director's recommendation for issuance of gasoline credit card, including user(s) name(s), duration of use, and reason for the request:

User(s) Name(s):

Duration of Use:

Reason for Request:

Departmental Chairperson/Director Signature: _____

Date:

To Be Completed By Payment Card Team:

Processed By:

Batch Number:

Date Ordered:

Driver:

PIN:

Card Number:

Date Mailed:

Mailing Address:

