

Humble ISD Transportation Fuel Card Request Form

Please provide the following information and submit to transportation to receive a fuel card for out of district travel. All requested information must be completed with signed budget manager approval before a fuel card may be issued. If you have any questions regarding this form or information needed, please contact Tiffany Acton, Trip Coordinator at (281) 641-8722.

Employee Name	ID#	Campus/Department
Trip Departure Date	Trip Return Date	Activity/Destination
Fuel Card # Assigned (To be provided by Transportation)		Card Issuer Initials:

Please select from the options below and provide the following information:

<input type="checkbox"/> District Vehicle Use	Fleet Vehicle # Assigned to Trip:
<input type="checkbox"/> Rental Vehicle Use	Enterprise PO #:

A valid billing account code is only required for non-district vehicle use (rentals). Fuel card use for personal vehicle fueling is not authorized. Submit the appropriate mileage reimbursement form to Finance for all eligible personal vehicle usage.

Billing Account Code for Fuel Charges for a Non-District Vehicle*

*Billing Account Code Note:

- Must be valid account number (XXX-XX-641X-XX-XXX-XX-XXXX-XXX-)
- May also include a 5 digit project code on the end of the account
- The following objects must be used:
 - 6411 – Employee Only Travel
 - 6412 – Student Travel

By signing below, I acknowledge that:

- All receipts are to be returned with the fuel card in the envelope provided upon your trip return. If you are returning a district fleet vehicle, you may place the envelope in the secured fuel island mailbox along with your trip paperwork and vehicle keys.
- Card is to be used for FUEL ONLY for rentals or district vehicles.
- The appropriate fuel station must be used - Chevron/Texaco or Shell as issued.
- This card is to be used ONLY for travel outside of the school district.

Signature

Date

Department/Budget Manager Approval

Date