



Fleet Card Program Maintenance

Any changes to a state agency fleet card administrator or backup fleet card administrator shall be submitted to the Central Purchasing compliance representative in writing using this form and signed by the state agency's chief administrative officer. You are required to list the outgoing and incoming person's information, such as name, email, phone number, etc.

FLEET CARD ROLE CHANGE

☐ Agency fleet card administrator

☐ Agency fleet card administrator backup

Agency name	Agency #	Fleet account code(s)
Agency appointing authority	Agency fleet card administrator	

INCOMING INFORMATION

Effective date

First name		Last name	
Phone	Email	Fax	

OUTGOING INFORMATION

First name		Last name	
Phone	Email	Fax	

SIGNATURE

Name of state agency chief administrative officer

Signature of state agency chief administrative officer	Date
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Submit the completed form to fleet.card@omes.ok.gov.