

CONTACT INFORMATION

University of San Francisco

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Premiere Solutions

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University of San Francisco Fuel Card



- Works at all major vendors, such as Shell, Chevron, 76, Arco, etc.
- Can be used for gas, car washes, and incidental items available at gas stations, such as quarts of oil, spare tires, or window washer blades.
- Slide the card at the pump, input your Personal Identification Number (PIN) and input the current odometer reading, then start pumping.
- Cards are always left with the vehicle in the glove box, as they cannot be utilized without a valid PIN.

Assignment and Usage of the Card

The Fuel Card program allows the University to centralize a maintenance schedule based on mileage and keep statistics regarding a vehicle's gas usage and cost per mile to operate

The Fuel Card is assigned by each vehicle, not individual. The Fuel Card always stays with the vehicle that is stamped onto the front of the card. To utilize the card, a driver must first be cleared through the University Driver Authorization process noted in the Vehicular Use Policy . Once cleared, a driver may request a PIN # for the specific vehicles they will be driving. The same PIN will work for any vehicle card, as long as the driver has been pre-assigned access.

Note that this is a Visa card, but it can only be used at specific vendors designated as fuel operators. For example, the card will not work if used at an electronics store such as Best Buy.

For more information on the Fuel Card, please see the Vehicular Use Policy on the Accounting and Business Services website.

PIN NUMBER:



University of San Francisco Maintenance Card

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CCM (Maintenance Manager)

Web: www.ccmservices.com

Maintenance: 800.226.7766

Direct: 215.396.5455

Fax: 215.953.9837



- For in-network providers, such as Pep Boys, Midas, Wheel Works, Firestone, or car dealerships, simply present the card so that the repair shop deals directly with our contracted maintenance service.
- For out-of-network providers, such as Precision Auto Repair, provide the card to the shop so that they can deal directly with our contracted maintenance service.
- Any transaction over \$150 will require authorization, so please plan accordingly.
- **DO NOT PAY FOR AUTO REPAIRS OR MAINTENANCE AT THE LOCATION.**

Assignment and Usage of the Card

The Maintenance Card allows the University to provide a means for simple services (less than \$150) to be completed without preauthorization. This could range from replacing a worn out tire to getting an oil change.

More significant repairs or maintenance that are in excess of \$150 need to be authorized by the department business manager.

A complete list of in-network providers can be found in the Vehicular Use Policy on the Accounting & Business Services website. Out-of-network providers can also be used, but a small transaction fee will be charged. Both in and out of network providers should call the 1-800 number on the back of the card to set up payment.

This card is not a credit card. It is linked to a specific account code that aggregates our in-network expenses into one invoice. Charges are then distributed back to departments based on their usage.

Whether going to an in-network or out-of-network shop, the work done to a vehicle is captured, so that we can actively note when and at what time certain repair or maintenance was made.

Cards are always left with the vehicle in the glove box, as they are not assigned by person.

There is not a need to use a PIN when presenting the card to a shop, they just need to call the 1-800 number.

