



FUEL CARD USAGE AGREEMENT

CARD Number _____

Driver ID/PIN Number _____

Card Holder Name: _____

I understand and agree that:

- I bear ultimate responsibility for the card.
- I will store the PIN number separately from the fuel card.
- I will not use the fuel card for personal expenses and will use it only for official business on behalf of the company.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
- If the fuel card is lost or stolen, I will report it immediately.
- If I stop working with the company, I will return the card.

I acknowledge receipt of this document and agree to all terms.

Employee Signature _____ Date _____

Printed Name _____