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| Fleet Card User Name | Department |
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I agree to comply with the following regarding the use of the official State of California Fleet Card:

1. To observe state policies regarding the appropriate use of the fleet card.
2. To comply with departmental control procedures.
3. To ensure appropriate use and security of the fleet card's Personal Identification Number (PIN).
4. To enter the correct odometer reading at the pump, when prompted, before fueling the State vehicle.
5. To immediately notify authorized personnel if my fleet card is lost or stolen or if the PIN is compromised.
6. To cooperate with state officials engaged in auditing or otherwise investigating the use of the fleet card.
7. To ensure the fleet card is properly secured and is not kept in an unattended vehicle.

I further understand that:

1. The fleet card cannot be used for the purchase of:
  - a. Mid-grade or premium (supreme) unleaded gasoline, unless specifically required by the vehicle manufacturer.
  - b. Fuel for personal vehicles.
  - c. Miscellaneous items, such as food or sundries, etc.
2. Inappropriate use of the fleet card may result in disciplinary action, including termination of employment and criminal action.

By checking this box, I state that I have read, understand and agree to comply with my department's policies and procedures governing the use of the official State of California Fleet Card.

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| Employee Name   | Signature | Date |
| Supervisor Name | Signature | Date |