

Fleet Card User Agreement

I, _____ (name), agree to the following regarding the use of the Official State of California Fleet Card:

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

I further understand that:

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

I acknowledge that I have read and understand, and will comply with my department's policies and procedures governing the use of the official State of California Fleet Card.

Employee Name Printed

Employee Signature

Date