



FLEET FUEL CARD USER AGREEMENT

The Fleet Fuel Card is considered Collin College property and should be used only for college business in accordance with Collin College procedures. The undersigned card user agrees to the following terms and conditions:

- a) I have read this form and understand the requirements for the card's use. I will follow these established procedures, along with the Board's Employee Standards of Conduct ([043500](#)), for the use of the card. I understand that failure to do so, may result in immediate suspension of my use of the Fuel Card or other disciplinary actions up to and including termination.
- b) I understand that this is NOT a personal fuel card and I will NOT make personal fuel purchases under any circumstances.
- c) I am responsible for entering an accurate odometer reading for the vehicle I am fueling at the pump.
- d) I am responsible for entering the correct Vehicle ID for the vehicle I am fueling at the pump.
- e) I will submit original receipts to my Manager/Cost Center Manager.
- f) I agree that I am personally responsible for any improper or illegal use of the card.
- g) I understand that should I fail to use the card properly, I authorize the college to take whatever legal steps are necessary to collect an amount owed by me for improper purchases under this program, even if I am no longer employed by Collin College.
- h) I acknowledge that I have been provided a copy of the Fleet Fuel Card Procedures and certify that I have attended fuel card training.

FUEL CARD USER:

Signature: _____

Print Name: _____

Date: _____