

**CARD USER ACKNOWLEDGMENT AND RESPONSIBILITIES**

**FLEET FUEL CREDIT CARD**

I hereby acknowledge receipt of the CSU (University) Fleet Fuel Card. I am responsible for the security of the card and my PIN, and for the appropriate use of this card for department fuel purchases. I have attended the mandatory training session and understand the guidelines for using the Fleet Fuel Card. I understand and agree to the following:

1. I will abide by the University’s Fleet Fuel Card Policy.
2. I will review, reconcile and sign the monthly credit card statement in PeopleSoft Financials. I will forward the signed statement to my approving official to review and sign.
3. All itemized receipts will be submitted to my Department Liason monthly.
4. All charges must be in accordance with the Fleet Fuel Card Policy Manual and the card vendor guidelines.
5. I am responsible for keeping all original itemized receipts.
6. I am responsible for disputing any unauthorized charges with the card vendor.
7. I will not share my PIN with any other user on campus.
8. Upon separation from the University, I will contact Fleet Services to make arrangements to cancel my PIN.
9. I understand that the card may not be used for personal purchases. If this does happen I will pay back the charge to the University Cashier. The receipt with a letter of explanation will be included with my monthly submission.

\_\_\_\_\_  
*Driver’s Name*

\_\_\_\_\_  
*Driver’s Signature*

\_\_\_\_\_  
*Department Name*

\_\_\_\_\_  
*Date*