



Fuel Card User Agreement

Participation in the Western Kentucky Fuel Card Program is a privilege that also comes with cardholder and user responsibilities. The card is considered University property and should be used only for University business in accordance with State Law and University policies. As a cardholder or user of a Western Kentucky University Fuel Card, the undersigned cardholder/user agrees to the following terms and conditions:

1. I will use the card only in accordance with University policies, regulations and the procedures stated here.
2. I understand that this is NOT a personal fuel card and I will not make personal fuel purchases under any circumstances.
3. I am responsible for making sure the fuel card I am using is the correct card assigned to the vehicle I am fueling.
4. I am responsible for keeping my personal Driver ID number private so it cannot be used by anyone other than me.
5. I am responsible for entering an accurate mileage reading for the vehicle I am fueling at the pump.
6. I will surrender the Fuel Card to the WKU Purchasing Department or my immediate supervisor upon demand or upon my separation of employment with the University.
7. I have read this form and understand the requirements for the card's use. I will follow these established procedures for the use of the card and understand that failure to do so, may result in either revocation of my use of the Fuel Card or other disciplinary actions up to and including termination. I agree that I am personally responsible for any improper or illegal use of the card and I allow the University to collect any amounts owed by me for improper purchases even if I am no longer employed by the University. Should I fail to use the card properly, I authorize the University to take whatever legal steps are necessary to collect an amount equal to the amount owed by me under this agreement, I agree to pay all collection costs, including reasonable attorney fees, incurred by the University.

Cardholder/User Signature

Printed Name

Date

Supervisor's Signature denotes the following: I certify that I will monitor the fuel purchases made by this cardholder/user in accordance with these rules and procedures. It is also my responsibility to make sure a requisition for my department's fuel purchases is submitted and approved annually before any fuel purchases are made. Additionally it is my responsibility to determine if the cardholder/User is using the card responsibly in accordance with Purchasing and any other applicable Western Kentucky University policy, and to revoke the cardholder's/user's use of the card if they are not using the card as intended.

Supervisor's Signature

Printed Name

Date

Department _____