

UVM Fuel Cardholder Agreement

I (employee name) _____, as the cardholder, agree to the following conditions regarding my use of the University fuel card:

1. I understand that by using the fuel card, I will be making financial commitments on behalf of the University and that the University will not be liable for charges made with the fuel card if not in compliance with this agreement and the fuel card operating procedures.
2. I will strive to obtain the best value for the University when purchasing fuel with the fuel card.
3. I agree to use the fuel card only for authorized purchases and in appropriate manner as defined in the fuel card operating procedures.
4. I understand that should I make an unauthorized purchase with the fuel card or use the fuel card in an inappropriate manner, I will be subject to cancellation, termination of employment at the University of Vermont and criminal prosecution. I further agree that should I make an unauthorized purchase with the fuel card, I will reimburse the University in full. Should payment in full not be made within fifteen (15) days of the date on which I was notified of my obligation to reimburse the University, I hereby authorize the University to deduct from my paycheck the exact amount of my debt. Should my employment at the University terminate prior to my reimbursing the University in full, I hereby authorize the University to deduct from my final paycheck the amount of my debt.
5. I understand that the University will monitor and audit my use of the fuel card.
6. I agree to return the fuel card to an authorized _____

viewed the University Fuel Card Program Procedures and will comply with all requirements set forth in said procedures. My signature below indicates my agreement to the terms and conditions of this agreement. (Date: _____)

Employee ID Number (for identification purposes only): _____

Supervisor Signature: _____ Date: _____

Department Name: _____

Route the completed application to department code 6551-8000