

University of Arkansas Fuel Card Agreement for Employee



Congratulations! Your department has requested a PIN# for your use when fueling the following:

- University of Arkansas fleet vehicles.
- University of Arkansas Equipment
- Use in Rental Cars when on University of Arkansas Official Business
- Small maintenance on fleet vehicles (i.e., oil change, etc)

Although this PIN # ID is assigned to you, it **IS** University property and must be used with good judgment. **By signing this agreement, you acknowledge that you understand and will comply with all of the University of Arkansas Fuel Card guidelines, as listed below.**

I understand and agree to the following terms and conditions regarding the use and safekeeping of the PIN# entrusted to me:

1. I accept full personal responsibility for the safekeeping of the PIN # assigned to me, and that absolutely no one, other than myself is permitted to use the PIN # assigned to me.
2. I will not use the PIN # associated with the Fuel Card for non-University of Arkansas related expenses, unauthorized purchases, or for personal purchases.
3. I will immediately report any suspicious charges associated with my PIN# to the eBusiness Manager or staff within Business Services, 479-575-2551.
4. I understand that I am personally responsible for obtaining and providing ALL original detailed receipts of purchases where the fuel card was utilized to my department representative who approves these charges electronically each month.
5. I understand that any purchases made by me will be recorded and reviewed in management reports.
6. I understand that failure to follow any of the above listed terms & conditions or if found to have misused the PIN # assigned to me in any manner may result in:
 - o Revocation of the privilege to utilize a PIN#
 - o Disciplinary action
 - o Termination of employment, and/or criminal charges being filed with the appropriate authority.

I, _____ hereby accept the above terms and conditions for use of the PIN# for fuel card purchases.

Date

Employee Signature

Employee email address

Workday ID#

(This form must be attached to the request in Workday. Once the request is approved your PIN # will be issued)