



**CPCC - Financial Services
Procurement Fuel Card Employee Agreement**

- I hereby request a Fuel Card. As a cardholder I agree to comply with the following terms and conditions regarding my use of the Fuel Card.
- I understand that I am being entrusted with a valuable tool—State of North Carolina Fuel Card—and will be making financial commitments on behalf of Central Piedmont Community College.
- I understand that the College is liable to the vendor for all charges made on the Fuel Card.
- I understand that the Fuel Card is to be used for unleaded fuel or diesel fuel purchases for college owned vehicles only and that personal use of the Fuel Card is not allowed.
- I understand that I am required to enter an **accurate odometer reading at the pump when using the Fuel Card** and complete and submit an accurate budget chargeback form FS 25 form.
- I understand that my Management, Procurement Services, and Accounts Payable will audit my use of this Fuel Card and will report and take appropriate action on any improper use.
- I will follow the established guidelines and procedures for the use of the Fuel Card. Failure to do so will result in either revocation of my use of the Fuel Card or other disciplinary actions, including discipline in accordance with the CPCC Policies and Procedures. I agree to return the Fuel Card immediately upon request or upon termination of employment (including retirement).
- I have reviewed the CPCC Fuel Card Guidelines Manual and understand the requirements for the Fuel Card’s use. The CPCC Fuel Card Guidelines Manual can be reviewed on-line at [Fuel Card Guidelines](#). **Do not sign this agreement until you have read the CPCC Fuel Card Guidelines Manual.**

NOTE: If the Fuel Card is lost, stolen, damaged, or compromised, I agree to immediately notify the Procurement Fuel Card Administrator at 704-330-6091 and the vendor (WEX Inc.) at 1-866-527-8873.

_____	_____
EMPLOYEE NAME (please print full name)	EMPLOYEE ID #

_____	_____
EMPLOYEE SIGNATURE	DATE

_____	_____
DEPARTMENT	TELEPHONE NUMBER

_____	_____
CARDHOLDER’S SUPERVISOR	DATE

*Required when receiving a fuel card

_____	_____
*LICENSE PLATE	*VEHICLE DESCRIPTION

_____	_____
*CARHOLDHOLDER SIGNATURE	*DATE CARD ISSUED

_____	_____
*PROCUREMENT FUEL CARD ADMINISTRATOR	*LAST 4 DIGITS OF CARD