

FLORIDA ATLANTIC UNIVERSITY

GAS CARD PROGRAM (gCard) - **Gas Card Agreement (To be used for University Vehicles only)**

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE FAU GAS CARD ASSIGNED TO ME FOR OFFICIAL UNIVERSITY BUSINESS ONLY:

1) I understand that I am being entrusted with a valuable tool and will be making financial commitments on behalf of FAU and will strive to obtain the best value for FAU.

2) I understand that this is NOT a personal Gas Card and under no circumstances will I use the card to make personal purchases, either for myself or others. Use of the Gas Card for personal gain or other unauthorized purposes may result in disciplinary actions up to and including termination of employment and prosecution. I will keep the Gas Card and PIN in a secure location and immediately report a lost or stolen card to the FAU Procurement Department (purchasing@fau.edu)

3) I will follow Florida Law, purchasing policies of FAU, and the guidelines stated herein for using the Gas Card. Failure to do so may result in revocation of my card privileges and/or other disciplinary action. The Controller's Office reserves the right to perform periodic post audit review of Gas Card activity.

4) I agree to acquire a proper receipt and assist in the reconciliation of transactions in a timely manner. I will furnish all applicable information and receipts as required. If working with a Delegate, receipts may be forwarded in either paper or electronic format.

Gas Card charges must be fully approved within thirty (30) calendar days after the date of purchase. This 30-day period includes the submission of a receipt, the creation of an expense report in Workday and the appropriate approvals. Cardholders are subject to the infraction policy established in [FAU's Purchasing Card Manual](#).

5) I agree to return the Gas Card to the Procurement Department immediately upon notification of a transfer to a different department, upon notice of separation or termination of my employment at the University, or for any other reason where a return of the Gas Card is requested.

6) I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse FAU for all incurred charges and any fees or costs, including attorneys' fees, related to the collection of such charges. Additionally, any such charges, fees or costs that I owe may be deducted from any money which would otherwise be due and owing me, including salary or wages,.

Cardholder Name (Print):

Cardholder Signature:

=====<Below to be completed upon receipt of card>=====

I have been provided an FAU Gas Card and have read and will abide by the provisions of this agreement. I understand the Gas Card Program and have been given the opportunity to ask any questions to clarify my understanding.

Initial here after receiving card: _____ Date: _____