



FUEL CARD USER AGREEMENT

OES-BSU-013 (Rev. 09-2022)

I, _____ (name), agree to the following regarding the use of the Official State of California Fuel Card:

- To observe state policies regarding the appropriate use of the Fuel Card
- To comply with departmental and control procedures
- To ensure appropriate use and security of the Fuel Card's Personal Identification Number (PIN)
- To enter the correct odometer reading at the pump, when prompted, before fueling the State vehicle
- To immediately notify authorized personnel if my Fuel Card is lost or stolen or if the PIN is compromised
- To cooperate with State officials engaged in auditing or otherwise investigating the use of the Fuel Card
- To ensure the Fuel Card is properly secured and is not kept in an unattended vehicle

I further understand:

- The Fuel Card cannot be used for the purchase of:
 - Mid-grade or premium (supreme) unleaded gasoline, unless specifically required by the vehicle manufacturer
 - Personal use
 - Only three low cost car washes per month
 - Miscellaneous items, such as food or sundries
- Inappropriate use of the Fuel Card may result in disciplinary action, including termination of employment.

I acknowledge that I have read, understand, and will comply with Cal OES policies and procedures governing the use of the official State of California Fuel Card.

Employee Signature

Date

Supervisor Signature

Date