

**UNM FLEET CARD  
AGREEMENT**

The University of New Mexico is pleased to present you with the Fleet Card. It represents the University's trust in you and your empowerment as a responsible employee of the University.

I, the undersigned, as a Fleet Card user and responsible party, agree to comply with the terms and conditions of this Agreement and all applicable UNM Policies and Procedures including but not limited to:

- Approved and Prohibited Use of the Card
- Fleet Card Record Keeping
- Reporting Lost or Stolen Cards
- Retention Requirements of all Receipts
- Reconciliation of Monthly Statement

I acknowledge that I have read and understand the above-mentioned Policies and Procedures.

I understand that the Fleet Card cannot be used for personal items and that the Card may only be used to purchase fuel for UNM vehicles.

I understand that I am responsible for the security of the Fleet Card while in my possession.

I understand that I am responsible for keeping adequate records of the individual who is in possession of the card at all times. I understand that I am not responsible for unauthorized purchases if I can identify the individual in possession of the card at the time the purchases were made. If I can not provide these records, I understand that I am responsible for any prohibited purchases made. I further understand that improper use of the Fleet Card may result in disciplinary action, up to and including termination of employment. Should I use the Fleet Card or knowingly **allow** others to use the Fleet Card for fueling a non-UNM vehicle or for personal items, I authorize the University of New Mexico to deduct from my salary or from other monies owed me, an amount equal to the total of the personal purchases. I also agree to allow the University of New Mexico to collect any amounts owed by me even if the University no longer employs me. I agree that the University has the right to charge me for any legal fees or collections cost for any amounts that I owe.

I understand that the University may terminate my Fleet Card privileges at any time for any reason without giving me notice of such termination of privileges.

I agree to train all Fleet Card Users in the appropriate use of the Fleet Card with respect to the approved and prohibited use of Card, record keeping and potential disciplinary action for misuse of the Card.

I agree to notify the Fleet Card Administrator immediately of any problems or if I am no longer the responsible party for the Fleet Cards.

I agree to return the Fleet Card immediately upon request.

**SUPERVISOR/RESPONSIBLE PARTY:**

Vehicle #:	_____		
Signature:	_____	Date:	_____
Printed Name:	_____	Banner Id:	_____
Department:	_____	Phone:	_____
Campus Address:	_____	Email	_____