University of California, Berkeley
Property Management: Fleet Services
Fuel Card Agreement Form

Card Custodian
The Card Custodian assumes responsibility for the security and proper use of a State of California Fuel Card (Voyager Card). The Card Custodian shall:

- Safeguard the Voyager Card and its PIN
  - Keep the card in a secure location when not in use
  - Store any written record of the PIN in a secure manner
  - Share the card and/or PIN with **no** other person
  - Immediately report a lost or stolen to Fleet Services
- Ensure that the card is used only for appropriate purchases (described below), and in conjunction with University business
- Maintain a written record of card activity (described below) and document the business purpose for each transaction
- Provide the card activity record to the Account Custodian (role described below)
- Inform Fleet Services of any change in the Card Custodian's contact information
- Surrender the card to Fleet Services upon demand or when the Card Custodian no longer has a business purpose for the card. Please note that the card is property of the University, not the Card Custodian.

Account Custodian
The Account Custodian assumes responsibility for reviewing card activity to ensure appropriate use. The Account Custodian and the Card Custodian must be different people. The Account Custodian shall:

- Review the card activity record, confirm that the business purpose for each transaction is adequately documented, and confirm that the quantity of fuel consumed is reasonable for that purpose
- Reconcile the card activity record against the monthly Property Management Statement of Charges
- Inform Fleet Services of any change in the Account Custodian's contact information

A Voyager Fuel Card may be used to purchase:

- Fuel, oil, coolant, and other fluids
- Accessories (batteries, windshield wiper blades, etc.)
- Car washes
- **In out-of-area emergencies only:** parts and labor for towing, road service, and mechanical repairs

A Voyager Fuel Card may not be used to purchase:

- Food or beverages
- Parts and labor for towing, road service, and mechanical repairs within range of our local vendors
- Other goods or services

A Voyager Fuel Card may be used for the following vehicles:

- A University vehicle
- A vehicle rented for University business

However, a Voyager card may **not** be used to fuel a personal vehicle, even when used for official business

The Card Activity Record must include the following elements:

- The credit card receipt
- Identifying information for the vehicle (e.g., University vehicle number, or license plate of a rental vehicle)
- Odometer reading of the vehicle when the transaction occurred
- If a University vehicle: documentation of the business purpose of any trips made since the last time the vehicle was fueled (i.e., trip log)
- If a rental vehicle: a copy of the rental agreement or invoice and a statement of the business purpose for the rental
- If the transaction is a batch payment for multiple vehicles: a detailed statement or log sheet that has the above information and shows the date, time, type of product or service purchased, quantity purchased, and dollar amount.

Agreement
In reference to the cards listed below, we agree to perform the responsibilities described in this document.

Card numbers:_____

_____	_____	_____	_____
Card Custodian (Print & Sign)	Date	Account Custodian (Print & Sign)	Date