



## **Fuel Cardholder Responsibility Agreement**

### **1. Purpose of the Fuel Card**

The City of Sidney fuel card is issued solely for the purchase of fuel and vehicle-related fluids (e.g., oil, DEF) for authorized City vehicles and equipment. Personal use is strictly prohibited.

### **2. Cardholder Responsibilities**

As a cardholder, you agree to:

- Use the card only for official City business.
- Ensure the card is used only by you, the authorized employee, and not loaned to others.
- Purchase fuel only for assigned City vehicles/equipment.
- Accurately record vehicle/equipment number, odometer reading, and driver ID at each purchase, when required.
- Retain detailed receipts for every transaction and submit them to your Department Head or Finance Department.
- Report lost, stolen, or compromised cards immediately. Department heads may choose to charge the employee the replacement cost, depending on the individual situation.
- Comply with all audit requests and inquiries.

### **3. Prohibited Uses**

Fuel cards may not be used for:

- Personal vehicles, except when authorized for travel reimbursement under City policy.
- Non-fuel purchases (unless expressly approved, e.g., oil or DEF).
- Cash advances, gift cards, or unrelated items.
- Fuel purchases outside the scope of City business.

Improper use may result in disciplinary action, up to and including termination of employment, repayment of funds, and potential criminal prosecution under Montana law.

### **4. Card Security**

- Keep the card in a secure location at all times.
- Never share your PIN or driver ID with others.
- If fraudulent charges appear, notify your Department Head and Finance immediately.

## 5. Documentation & Audit

- Receipts must match the billing statement and include: date, gallons, price per gallon, total purchase, and vendor.
- Missing receipts may result in the cardholder being held personally responsible for charges.
- All card activity is subject to review by the City Finance Department, State auditors, and federal grant agencies if applicable.

## 6. Acknowledgment of Liability

I acknowledge that:

- I am personally responsible for the protection and proper use of this card.
- Any personal or unauthorized use may require me to reimburse the City of Sidney in full.
- Misuse may result in disciplinary action, loss of card privileges, and/or legal consequences.

## Cardholder Acknowledgment

I have read, understand, and agree to abide by this Fuel Cardholder Responsibility Agreement.

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Finance Department Authorization:

Last 4 digits of Card: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_