

**Los Angeles Unified School District  
Procurement Credit Card Program Unit  
Fuel Credit Card Agreement**



**By signing below, I agree that:**

- ✓ I have reviewed and will comply with the policies and procedures enumerated in BUL-6406.0
- ✓ I will use the card only for **official District business AND** only if it is not possible to fuel at a District Fueling Station, NEVER for personal fuel purchases
- ✓ I will only use the outside automated gas (pay-at-the-pump) to make fuel purchases
- ✓ I will be held **personally liable** to the District for any **unauthorized use** of the card for **personal use and/or loan of the card to any other person for any reason**
- ✓ I will follow **reconciliation procedures** and reconcile in SAP by the 18<sup>th</sup> day of every month
  - Using the G/L 430022
  - Using the Internal Order (I/O) number for the District assigned vehicle for which the fuel was purchased
  - Entering the number of gallons purchased in the "Text" field
  - Obtaining a receipt for every fuel purchase, and uploading the receipt to SAP during reconciliation
- ✓ I will maintain **monthly card statements** on file for a minimum of seven years, with **original or copies of receipts attached**.
- ✓ I will **keep the card secure at all times**, and **immediately notify** Citibank, the Approving Official, and the District Credit Program Unit of loss, theft, or fraudulent use of the card
- ✓ I will **return the credit card**, cut in half, to my Approving Official or directly to the Credit Card Program Unit, upon **transfer to another location; separation from District employment, or cancellation of card privileges**.

**I understand that unauthorized use or misuse of the card may result in disciplinary action under applicable District procedures.**

Name(print):	Cost Center:	Employee Number:
Signature:	Email:	Date:
Vehicle Number: (only one card per vehicle)	I/O Number:	

**Fuel Card Approving Official Agreement**

**By signing below, I agree that:**

- ✓ I have reviewed and fully understand all policies and procedures.
- ✓ I will **review the transactions in SAP** for all Cardholders for whom I am responsible, and approve these transactions **by the 21<sup>st</sup> of every month**.
- ✓ During approval in SAP I will verify that the cardholder is following correct reconciliation procedures by
  - Using the G/L 430022
  - Using the Internal Order (I/O) number for the District assigned vehicle for which the fuel was purchased
  - Entering the number of gallons purchased in the "Text" field
  - Obtaining a receipt for every fuel purchase, and uploading the receipt to SAP during reconciliation
- ✓ I understand that it is my responsibility to ensure that cardholder adheres to all of the policies and procedures listed above and as outlined in the BUL-6406.0- Fuel Credit Card- Policy and Procedures. If at any time I suspect the cardholder is violating policies or misusing the card I will notify the Procurement Credit Card Program Unit immediately so that the card may be suspended pending an investigation of the card use.

**I will ensure that ONLY the named Cardholder** will use the card assigned to him or her. Cardholders must **return the card**, cut in half, to me (the Approving Official) or directly to the Credit Card Program Unit, upon **transfer to another location; separation from District employment, or cancellation of card privileges**.

Name(print):	Cost Center:	Employee Number:
Signature:	Email:	Date: