

**University of Louisville Fuel Card Program**  
*a partnership with James River Petroleum*  
**Vehicle Coordinator Agreement Form**

Your participation in the University of Louisville (UofL) Fuel Card Program carries responsibilities as the vehicle coordinator. Fuel Cards are considered property of UofL and must be used in accordance with UofL's fuel card policies and procedures. Your signature verifies that you understand and agree to comply with the following:

1. Ensure a timely monthly reconciliation of each card (comparing receipts with the weekly reports) assigned to your department.
2. Maintain all receipts and weekly reports for three years.
3. Immediately cancel PIN numbers for drivers who no longer have a need to fuel a vehicle (i.e. termination/resignation, transfer to another department, change in job responsibilities, etc.)
4. Immediately cancel cards that are lost/stolen or those that are assigned to vehicles that are no longer in service.
5. Monitor fuel usage and odometer readings to ensure the appropriate mileage is being entered at the time of sale.
6. Report any potential misuse or unidentified transactions to ProCard Office immediately. The fuel card is not to be used for personal vehicles or for non-business purposes. Using the fuel card for any purpose other than official business will be considered theft of UofL property.
7. Periodically review the fuel card policies and procedures and ensure all drivers are aware of the policies: <http://louisville.edu/procard/fuelcard>.

Department Name \_\_\_\_\_

Vehicle Coordinator's Name \_\_\_\_\_

Coordinator's Signature \_\_\_\_\_

Date \_\_\_\_\_