

**STATE OF MONTANA
MSU-NORTHERN
FUEL CARD USE EMPLOYEE AGREEMENT**

1. I have read, understand, and will comply with the Fuel Card Policy.
2. I understand I am required to use ethanol-blended gasoline when the manufacturer allows and I am prohibited from using premium grade fuel unless required by the vehicle operations manual.
3. I agree to use the card for all fuel purchases.
4. I will immediately notify the authorizing official if a card is lost or stolen or if my PIN is compromised.
5. I understand that I am required to comply with internal control procedures.
6. I understand I can only use the card for fuel and authorized vehicle maintenance purchases for state-owned vehicles. I may use the card for rental vehicles or for another approved mode of travel.
7. If I misuse the card for personal purchases, I authorize the State 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 State to collect any amounts owed by me even if the State no longer employs me.
8. I understand improper use of this card may result in disciplinary actions, including termination of employment and criminal action.
9. I understand the State may terminate my card use privileges at any time for any reason.
10. ***I understand that the odometer reading must be recorded on every receipt either by inputting it at the pump when prompted to do so or recording by hand on the receipt if it does not show. This step cannot be skipped under any circumstances.***

Employee Signature

Authorizing Official's Signature

Employee Printed Name

Authorizing Official Printed Name

Date

Date