



VOYAGER CARDHOLDER AGREEMENT
(Voyager Gas Card)

I hereby acknowledge receipt of a CSUDH (University) Voyager Card (Card), _____.
(Last 4 Digits of Card)

The card is considered University property and should be used only for University business in accordance with University policies. The undersigned cardholder agrees to the following terms and conditions:

- a) I will use the card only in accordance with University policies and the procedures.
- b) I understand that this is NOT a personal fuel card and I will not make personal fuel purchases under any circumstances.
- c) I am responsible for making sure the Card I am using is the correct Card assigned to the vehicle I am fueling.
- d) I am responsible for entering an accurate mileage reading for the vehicle I am fueling at the pump.
- e) I am responsible for reconciling all fuel purchases, and will submit original receipts to Accounts Payable with the appropriate form.
- f) I will surrender the Card to the P-Card Administrator or my immediate supervisor upon demand or upon my separation of employment with the University.
- g) I have read this form and understand the requirements for the card's use. I will follow these established procedures for the use of the card and understand that failure to do so, may result in either revocation of my use of the Fuel Card or other disciplinary actions up to and including termination.
- h) I agree that I am personally responsible for any improper or illegal use of the card and
- i) I allow the University to collect any amounts owed by me for improper purchases even if I am no longer employed by the University.
- j) I understand that should I fail to use the card properly, I authorize the University to take whatever legal steps are necessary to collect an amount owed by me under this program.

CARDHOLDER:

Signature: _____

Print Name: _____

Date: _____