



BANK OF AMERICA FLEET CARD USER AGREEMENT

I, the undersigned, as a Fleet Card user and responsible party, agree to comply with the terms and conditions of this Agreement and all applicable Pace University Bank of America Fleet Card-related policies and procedures, including, but not limited to, those applicable to:

- Approved and Prohibited Use of the Card
- Fleet Card Record Keeping
- My obligation to Report Lost or Stolen Cards
- My obligation to Maintain Receipts
- My obligation to Record Correctly Odometer Reading when refueling
- My obligation to maintain security of my assigned Card PIN number
- My obligation to comply with any other applicable Pace University policies and procedures.

I hereby acknowledge and certify that I have read and understand the above-mentioned Policies and Procedures.

I understand that the Fleet Card cannot be used for personal items and that the Card may only be used to purchase fuel for Pace University vehicles.

I understand that I alone am responsible for the security of the Fleet Card while in my possession.

I understand that I am responsible for any prohibited purchases made. I further understand that improper use of the Fleet Card may result in disciplinary action, up to and including termination of employment. Should I use the Fleet Card or knowingly allow others to use the Fleet Card for fueling a non Pace University vehicle or for personal items, the above disciplinary action will be taken.

I understand that the University may terminate my Fleet Card privileges at any time for any reason without giving me notice of such termination of privileges.

I agree to notify the Fleet Card Administrator immediately of any problems with the Fleet Card. If I notice lost or theft of the Fleet Card or become aware of possible unauthorized use of the Card or my Driver ID I will promptly notify Bank of America at (888) 449-2273 and the Fleet Card Administrator at (914) 923-2642 to cancel my Fleet Card. I am aware that I will not be responsible for any unauthorized use that occurs after notification to cancel the Fleet Card and Driver ID.

Bank of America Fleet Card User and Supervisor:

Driver ID*	Department*	Campus *

Type or Print Name of Driver *

Driver's Signature & Date

Type or Print Name of Supervisor *

Supervisor's Signature & Date

If you have any questions, contact the Purchasing office at Ext. 22642 or email businesscard@pace.edu