

## DO'S & DON'TS FOR VEHICLE OPERATORS USING THE FLEET CHARGE CARD

If you use the fleet card you are the government agent for each purchase made with the fleet charge card. You are responsible for each transaction. You must comply with all applicable regulations and procedures of your agency or organization and the agency or organization providing the equipment.

It is your responsibility to keep the card in a safe and secure place.

You must use the card ethically and ensure that you observe all dollar limits on the purchase.

### DO'S:

- Do purchase regular unleaded self service gasoline from service stations that offer the lowest price, except when vehicles require diesel or alternative fuel or under other authorized conditions.
- Do use the card to purchase oil, fluids, and when necessary, maintenance and repairs only as authorized.
- Do seek state tax exemption on all non-fuel purchases.
- Do immediately report a lost or stolen card to your Fleet Manager or Fleet Service Representative and the card-issuing bank.
- Do return your card to the Fleet Manager or Fleet Service Representative if you leave your agency or organization or retire.
- Do destroy any lost or stolen cards that are recovered.
- Do get a receipt.

### DON'TS:

- The fleet card should not be used to purchase food, beverages or other items for personal use.
- Don't use an old fleet charge card that was replaced for any reason.
- Don't use a fleet charge card assigned to another vehicle.
- Your fleet charge card may only be used for your agency vehicles. For vehicles leased through GSA Interagency Fleet Management Systems a GSA fleet charge card is used.
- If you are uncertain as to whether a purchase is appropriate, ask your Fleet Manager.

I UNDERSTAND THAT I MUST COMPLY WITH VA POLICIES AND PROCEDURES. ANY VIOLATIONS OF VA APPROVAL REQUIREMENTS, SPENDING LIMITATIONS, INTERNAL CONTROLS AND PROHIBITIONS ARE CONSIDERED MISUSE OF THE FLEET CARD. MISUSE OF THE FLEET CARD MAY BE CONSIDERED AN ATTEMPT TO COMMIT FRAUD AGAINST THE U.S. GOVERNMENT. MISUSE OF THE FLEET CARD BY VOLUNTEER OPERATORS MAY RESULT IN THEIR REMOVAL FROM VOLUNTEER ASSIGNMENTS. FLEET CARD USER WILL BE PERSONALLY LIABLE TO THE GOVERNMENT FOR THE AMOUNT OF ANY UNAUTHORIZED TRANSACTION, AND MAY BE SUBJECT TO CRIMINAL PROSECUTION.

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NAME - Sign

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DATE

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Name - Print