



## **FLEETONE FUEL PURCHASING CARD AGREEMENT**

Your participation in the FleetOne Fuel Purchasing Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it is the property of The TMA Group and must be used with good judgment. Your signature below indicates that you agree to comply with the following rules pertaining to this program:

1. I hereby understand that the use of the FleetOne Fuel Purchasing Card provided by TMA is strictly for TMA authorized business use only. Personal charges are not to be made to the card. Any use of the fueling system that does not pertain to TMA authorized business is prohibited.
2. Improper use of the card, including any personal charges on the card, shall be considered misappropriation of TMA funds, which may result in disciplinary action, up to and including termination from the vanpool program.
3. The FleetOne card is provided to the Volunteer Primary Driver/Coordinator based on their need to purchase fuel for the TMA vanpool. **A card may be revoked at any time for any reason, including non-payment or vehicle reassignment, or for no reason at all. The card is neither an entitlement nor a reflection of title or position.**
4. The designated cardholder is the only person authorized to use the FleetOne card and is accountable for all charges made against the card.
5. Each driver/coordinator is assigned a four-digit PIN and purchases will be automatically charged to that number.
6. Cardholders are expected to comply with internal control procedures in order to protect the TMA assets. This includes assisting the TMA, upon request, with reconciling billing statements, and taking reasonable precautions to secure the card against loss and/or theft.
7. A lost or stolen card should be reported immediately by telephone to the TMA Office at 615/790-4005.
8. A cardholder must surrender his or her card upon request (i.e., voluntary or involuntary separation from the vanpool program).

Cardholder printed name: \_\_\_\_\_

Employer: \_\_\_\_\_

Email address: \_\_\_\_\_

Cardholder: \_\_\_\_\_  
(signature) (date)