

**GOVERNMENT OF PRINCE EDWARD ISLAND
FLEET CREDIT CARD ACKNOWLEDGEMENT**

DEPT./AGENCY:	NAME OF EMPLOYEE:
DIVISION/SECTION:	WORKING TITLE:

**ACKNOWLEDGEMENT BY EMPLOYEE OF RIGHTS AND RESPONSIBILITIES
CONCERNING USE OF GOVERNMENT VEHICLE CREDIT CARDS:**

1. I acknowledge receipt of the following credit cards:

Company	Company Credit Card #	Vehicle ID #	Date Issued	Employee's Initials	Date Returned	Administrator's Initial

These cards and any cards subsequently issued are hereinafter referred to as the "credit cards".

2. I will only use the credit cards and any replacement credit cards subsequently supplied to me by the Departmental Fleet Coordinator (and listed hereon) to pay for gasoline and other vehicle maintenance materials which are for use in the Government vehicle(s) assigned to me or for the operation of Government equipment and for no other purpose. I will use the credit cards for such purchases at all times. In an emergency, if I am not able to use the credit cards for such purposes, I will attach a note to the Monthly Vehicle Log Report which includes that purchase giving the reason that one of the credit cards was not used for that purchase.
3. I will ensure that all purchases of fuel and other products or supplies required for the operation of the Government vehicle(s) are made with the particular credit card assigned to that vehicle.
4. I will ensure that, when a Government vehicle which has been assigned to me is being replaced, I will simultaneously return the credit card for that vehicle to the Departmental Administrator or my supervisor/fleet coordinator and request a new credit card for any replacement vehicle.

5. If only one credit card is issued respecting a particular vehicle, I will make the credit card available to each alternate driver of the vehicle and ensure that each alternate driver is advised of the conditions of its use. I will obtain the card back from the alternate driver when the vehicle is returned to me.
6. I will advise the Departmental Fleet Coordinator or my supervisor and the credit card company immediately when a credit card is lost.
7. I will maintain a daily travel log in the vehicle at all times and I will attach all credit card charge slips to the Monthly Usage Ticket Log Report covering the period during which the purchase(s) was/were made, whether by myself or by alternate drivers.
8. I will return the credit card(s) to the Departmental Fleet Coordinator when my assignment of the vehicle is terminated.
9. I acknowledge being fully informed of the contents of all policies and procedures respecting Government vehicles and the use and control of Government Fleet Credit Cards and will abide by and adhere to same at all times.

Date: _____

Signature of
Employee: _____

Supervisor: _____
Departmental Fleet Coordinator