



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
WEX FLEET CARD USER AGREEMENT**

The purpose of this agreement is to define the policy pertaining to the use of Rancho Santiago Community College District's (District) WEX Fleet Card and describe each user's responsibilities as a trusted representative.

The following are conditions that the cardholder shall agree and abide by:

1. I agree that the WEX Fleet card is to be used for authorized District business transportation purposes only. These purposes are defined by the WEX program guidelines.
2. I agree that use of the WEX Fleet card is restricted to District vehicles and authorized buses only for gasoline, car fluids, and roadside assistance.
3. I agree that I am an authorized District driver as determined by the RSCCD Risk Management Department.
4. I agree not to share the WEX Fleet card with any unauthorized user, even if on behalf of the District.
5. I agree to exercise proper care in handling the WEX Fleet card and Personal Identification Number (PIN) while in my possession and to ensure that the account number/PIN remains confidential.
6. I agree to return the WEX Fleet card after each use to the assigned manager for proper storage and safeguarding.
7. I agree to submit original itemized receipts within 24 hours to my immediate supervisor as supporting documentation.
8. I agree that if I misplace or lose the WEX card or if the card number is compromised, I will notify my immediate supervisor in a timely manner.
9. If I leave the employment of the District, it is my responsibility to return the card to my immediate supervisor, department manager, or in-person to the Purchasing Services Department.

I acknowledge that violating this agreement may lead to cancellation, suspension, or revocation of the District WEX card and could subject me to disciplinary action by the District.

Cardholder's Name	Signature	Date
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Immediate Supervisor's Name	Signature	Date
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