



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT WEX FLEET CARD - MANAGER 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 manager's responsibilities as a trusted representative.

The following are manager responsibilities for each card user under my supervision:

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 any WEX Fleet card user is an authorized District driver, as determined by the RSCCD Risk Management and based on a satisfactory review of applicable driving records from the State of California Department of Motor Vehicles.
4. I agree to require each card user to exercise proper care in handling the WEX Fleet card and Personal Identification Number (PIN) and to instruct them to not share the account number/PIN with any unauthorized user, even if on behalf of the District.
5. I agree to release the WEX Fleet cards only to authorized District drivers with a business need and applicable job duties.
6. I agree to maintain a check-out log for use of the WEX Fleet card and to ensure the card's return after each use, for proper storage and safeguarding.
7. I will store the card(s) in my department under lock and key when not in use.
8. I agree to request and obtain original itemized receipts as supporting documentation within 24 hours of the WEX Fleet card use and to submit these receipts to Accounts Payable within 3 business days.
9. I understand that the District will receive the WEX Fleet card statements and may audit the use of the WEX Fleet card account.
10. I agree if I learn of any misplaced or lost WEX Fleet cards or if any of the card numbers are compromised, I will notify Purchasing Services immediately.
11. I agree to obtain the card whenever an employee leaves District employment and immediately notify Purchasing Services, in writing.

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

Manager Name

Signature

Date

Please return the ORIGINAL signed form to Purchasing Services - District Office Rm 109.