

## Sacramento State Voyager Card User Agreement

I, \_\_\_\_\_ (name), agree to the following regarding the use of the University Voyager Card:

- To observe University policies and guidelines regarding the appropriate use of the Voyager card;
- To comply with University and departmental control procedures;
- To ensure appropriate use and security of the Voyager card's Personal Identification Number (PIN);
- To enter the correct odometer reading at the pump, when prompted, before fueling a State vehicle;
- Report lost or stolen Voyager Cards and/or if the PIN is compromised to US Bank Customer Service (800) 987-6591 immediately. I acknowledge US Bank is available 24 hours a day, 7 days a week. The approving official and the University Voyager Card Coordinator must also be notified as soon as possible and
- To cooperate with state officials engaged in auditing or otherwise investigating the use of the Voyager card.
- To ensure the Voyager card is properly secured and is not kept in an unattended vehicle.

I further understand that:

- The Voyager card cannot be used for the purchase of:
  - Mid-grade or premium (supreme) unleaded gasoline, unless specifically required by the vehicle manufacturer;
  - Fuel for personal vehicles; and
  - Miscellaneous items, such as food or sundries, etc.
  - No more than two (2) basic low cost car washes per month (not-to-exceed \$15.00 each)
- Inappropriate use of the Voyager card may result in disciplinary action, including termination of employment and legal action.

I acknowledge that I have read and understand the University Voyager Card Manual, and will comply with the manual and my department's policies, guidelines and procedures governing the use of the official University Voyager Fleet Card.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official Signature

\_\_\_\_\_  
Date