

Authorization For Fuel Card Exception

This document amends the Fuel Card Agreement Form for the State of California fuel card identified below. *Please attach a current, signed copy of the Fuel Card Agreement Form.*

Limited Card Sharing Card number (last six digits): _____

Justification: *Please attach a description of the business practices, special circumstances, risk impact, and additional controls that justify an exception to the usual prohibition against sharing an assigned fuel card with other users.*

Amendment: The referenced fuel card, issued to a card custodian, may be shared on a limited basis with other users for permissible purchases in connection with University business as described in the Fuel Card Agreement Form. The card custodian remains responsible for all transactions on the card. The card custodian must ensure that all additional card users sign the Additional Card User Signature section of this document. The card custodian and all card users must maintain a sign-out sheet that records possession of the card at any given point in time. In addition, the card activity record must include the name of the person using the card for each card transaction. The card custodian and all card users, by signing below, agree to the terms of the attached Fuel Card Agreement Form, as amended by this document.

Approval:

_____	_____	_____
Card Custodian (Name)	Signature	Date
_____	_____	_____
Department Approval (Name)	Signature	Date
_____	_____	_____
Fleet Services Approval (Name)	Signature	Date

Note that each additional card user must sign on the next page or pages of this document. Please provide each additional card user with a copy of the document they are signing as well as a copy of the Fuel Card Agreement Form.

