



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
PROCUREMENT SERVICES  
P-CARD UNIT  
FUEL CARD APPLICATION & AGREEMENT**

<b>Request Type:</b> <input type="checkbox"/> Fuel Card (new) <input type="checkbox"/> Change of Approver Request <input type="checkbox"/> Change of Reconciler <input type="checkbox"/> Cancel Card(s) <input type="checkbox"/> Other					
Internal Order (I/O) #		Vehicle ID		Equipment ID	
<b>Section 1. Cardholder Information</b>					
Employee Name		Employee No.		Position	
<b>Section 2. Intent For Fueling</b>					
<input type="checkbox"/> Fuel Assigned Vehicle			<input type="checkbox"/> Fuel District Equipment w/inventory control number		
<input type="checkbox"/> Fuel Various Pool Vehicles			<input type="checkbox"/> Department Fuel Card used by various staff members		
<b>Section 3. Approving Official Information</b>					
Employee Name		Employee No.		Position	
<b>Section 4. Reconciler (only if other than cardholder) or Site Administrator (only if different from Approver)</b>					
Employee Name		Employee No.		Position	
Select Applicable Box		Location (4 digits)		Date	
<input type="checkbox"/> Reconciler <input type="checkbox"/> Site Admin					
<b>Section 5. School/Department Information</b>					
School/Dept. Name		Location (4 digits)		City, Zip Code	
<b>Section 6. Cardholder and Approver Agreement</b>					
<p>By signing below, both the cardholder and approver acknowledge and agree to comply with all policies and procedures of the Fuel Card Program enumerated in the Fuel Card Bulletin, BUL-6406.1 as it relates to purchases using the District assigned Fuel Card.</p> <ul style="list-style-type: none"> <li>✓ We agree we have completed the Fuel Card Training program and understand the training is required on an annual basis thereafter.</li> <li>✓ We agree we will comply with the policies and procedures enumerated in BUL-6406.1</li> <li>✓ We agree the fuel card will be used only for official District business AND only if it is not feasible to fuel at a District Fueling Station, NEVER for personal fuel purchases. We understand we will be held personally liable to the District for any unauthorized use of the card for personal use and/or loan of the card to any other unauthorized person for any reason</li> <li>✓ We understand the fuel card can only be used at the outside automated gas (pay-at-the-pump) to make unleaded gas purchases</li> <li>✓ We will follow the reconciliation procedures and reconcile all transactions by the 30th of each month for purchases made the previous month and monitor available fund balances regardless of access to the online reconciliation system. We understand it's recommended for cardholders to reconcile by the 15th to allow final approval by the 30th.</li> <li>✓ As a cardholder or reconciler, I will upload and attach a copy of receipt or invoice detailing the purchase to the transaction record in SAP and ensure the receipts includes the written employee name and vehicle or equipment ID number that was fueled and include copies of any applicable log. As the approving official, I will review the appropriateness of receipts uploaded to each transaction prior to approving.</li> <li>✓ We will use the G/L 430022 and the Internal Order (I/O) number for the District assigned vehicle or equipment for which the fuel was purchased. We agree to verify the number of gallons purchased in the "Text" field</li> <li>✓ We will ensure the card is secured at all times and use appropriate logs as needed. We will immediately notify the bank, and the District Credit Program Unit of loss, theft, or fraudulent use of the card</li> <li>✓ We understand that we must contact the P-Card unit if there is a change in assigned vehicle/equipment, cardholder, reconciler or approver at any time due to transferring to another location, separation from District employment, cancellation of card privileges or any leave of absence. We agree that the card will not be used if either the cardholder or approver are not in place.</li> <li>✓ We understand that all purchases are subject to audit by the P-Card unit and/or Office of the Inspector General</li> <li>✓ We accept full fiduciary responsibility for all charges made using the Fuel Card(s) under our management. We understand that noncompliance may result in disciplinary action under District procedures including suspension, cancellation, or revocation of the Fuel Card(s), and may also lead to legal action in cases of unauthorized use or misuse of the card.</li> </ul>					
Cardholder Name (Print)		Cardholder Signature			Date
Approving Official Name (Print)		Approving Official Signature			Date