

Baylor University Voyager Gasoline Credit Card User Agreement

Complete and return to the Card Administrator via email: purchasing_card@baylor.edu.

The Voyager Gasoline Credit Card program was established to provide an efficient and cost-effective method for purchasing gasoline for both University-owned vehicles and other vehicles used for University business. Participation in the Voyager Gasoline Card Program is a convenience that also carries cardholder responsibilities. Cards are considered University property and must be used only for University business.

As an authorized user of a Voyager Gasoline Card, I agree to comply with the following terms and conditions regarding my use of the card:

1. I understand that I am being entrusted with a valuable tool, a Gasoline Credit Card, and will be making financial commitments on behalf of Baylor University. I will strive to obtain the best value for the University.
2. I understand that Baylor University is liable to Voyager for all charges made on the card.
3. I will ensure that this card is used to purchase gasoline only for Baylor University business purposes. I understand that Procurement Services will audit the use of this card and report and take appropriate action on any discrepancies.
4. I will follow the established procedures for the use of the Voyager Card. Failure to do so may result in either revocation of my Cardholder privileges or other disciplinary actions, up to and including termination of employment.
5. I am aware that I am to stay within my department's appropriate budgetary limitations when using the Voyager Card and that purchases made are charged to my department at the end of the month. If the charges exceed my departmental budget in any month, I understand that my Card privileges may be suspended.
6. I have read the Gasoline Credit Card procedures and understand the requirements for the Voyager Gasoline Credit Card's usage.
7. I agree to return the Voyager Card immediately upon request. I understand that the Card may be revoked at any time based on change of assignment, transfer of department, or upon termination from Baylor University.
8. I am responsible for ensuring that the Voyager Card and its number are protected from theft or loss. I will immediately notify the Voyager Card Administrator of any loss or improper use of my card or card number.

Cardholder Signature _____

Date _____

Cardholder Printed Name _____

Department _____

Driver or Vehicle ID (if applicable) _____