WESTERN WASHINGTON UNIVERSITY

COMDATA FUEL CARD USER LIST / AGREEMENT

I understand this Comdata Fuel Card is to be used for Western Washington University business purchases only and is not to be used for any personal purchases. I understand that I will be held responsible for any purchase deemed inappropriate, and that WWU may terminate my Comdata Fuel Card user approval / use for any reason.

My signature below affirms that I have received copies of the Comdata Fuel Card Guidelines. I am a designated authorized user of the Comdata Fuel Card. I will submit all supporting documents (detailed sales receipt, charge slips, cash register slips, etc.)and return the card to my Card Custodian upon trip completion.

Dept Name	Card Custodian Name

DATE	Employee Name (Print)	Employee Signature

CARD CUSTODIAN SIGNATURE & DATE	SECOND SIGNATURE & DATE

CARD CUSTODIAN NAME:	APPROVER NAME & DATE