

**KNOX COUNTY SCHOOLS
MAINTENANCE & OPERATIONS DEPARTMENT**

REQUEST FOR FUEL CARD (ADDITION OR DELETION) AND FUELING ACKNOWLEDGEMENT

SIGNATURE OF FOREPERSON/SUPERVISOR:	_____
EMPLOYEE TO RECEIVE FUEL CARD:	_____
EMPLOYEE NUMBER:	_____
CRAFT/SCHOOL/ASSIGNMENT:	_____
DATE:	_____
ADD: _____ DELETE: _____	
ENTERED INTO THE SYSTEM BY:	_____
ENTERED BY:	_____
FUELMAN NUMBER:	_____

You are receiving a gasoline card and PIN to facilitate your work efforts. We have contracted with a company called Fuelman to provide our gasoline. Before you accept the gasoline card and PIN please read the statements below. Once you have read the statements below, sign at the bottom of the sheet and return this sheet.

1. The Knox County Schools Maintenance & Operations Department (KCSMO) is providing this gasoline fueling service for your convenience as an employee of the department. You may not use the Fuelman service to purchase any items that are not specifically for Knox County Schools business. The use of your fueling privileges for anything other the business of Knox County Schools will result in disciplinary action up to and possibly including termination.
2. KCSMO reserves the right to audit your gasoline purchases to make sure that all purchases are for official Knox County Schools business only. KCSMO reserves the right to change the parameters of your fuel purchases or to discontinue your fueling privileges as it best sees fit.
3. Should you have questions about your fueling privileges, please contact your immediate supervisor.
4. KCSMO will replace gasoline cards due to normal wear and tear. However, damaged, destroyed or lost cards will obligate the employee to repair or replace the unit at his or her cost. The current cost is approximately \$6.00.
5. When you leave this employment you must return your gasoline card. Failure to return the gasoline card will result in the value of the card being deducted from your last paycheck.
6. You will turn in receipts for every fuel purchase within one week of purchase.

I _____ agree to abide by the terms and conditions of the fueling services
(Print Please)
usage guidelines as delineated above.

Signed: _____ Date: _____