



FLEETCOR PIN HOLDER AGREEMENT

Introduction

Bay-Arenac ISD has entered into an agreement with Fleetcor Technologies (Fuelman) that provides qualified employees with a five-digit Fuelman PIN (Personal Identification Number) at company expense to purchase fuel for company vehicles.

The policies contained in this agreement must be followed by PIN holders as guidelines for conducting Company business. Policy violations will result in revocation of PIN holder privileges and possible disciplinary action.

General Policy Guidelines

PIN holder Definitions: PIN's are issued at the discretion Bay-Arenac ISD to qualified employees.

Ownership and Cancellation of the PIN: The PIN remains the property of Bay-Arenac ISD and Fleetcor. It may not be transferred to, assigned to, or used by anyone other than the designated PIN holder. Fleetcor or Bay-Arenac ISD may suspend or cancel PIN holder's privileges at any time for any reason. Use of the PIN after notice of its cancellation may be fraudulent and may cause Bay-Arenac ISD to take legal action.

Receipts

NO PERSONAL EXPENSES ARE TO BE CHARGED USING THE PIN. It is the PIN holder's responsibility to obtain transaction receipts from the merchant or supplier each time of a purchase. Individual transaction receipts are to be submitted to the PIN holder's supervisor for review and approval. Following supervisor approval, the transaction receipts must be forwarded to Accounts Payable.

The undersigned PIN holder applicant and supervisor request that a PIN be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

Fleetcor PIN holder Applicant

Date

Supervisor

Date

Forward original to **Jennifer Rupprecht/Accounts Payable**.