

ACKNOWLEDGEMENT OF RECEIPT OF COMPANY GAS CARD

Date: _____ Team Member name: _____

BP Card Name:

Account Number Ending in _____ (Last 4 Numbers) Expiration Date: _____

I have access and use of the company BP gas card indicated above.

When using the company gas card, the team member will need to enter mileage and a special pin which will be given to you upon signing this form. When entering the mileage, simply enter the special pin number and then you will enter again when prompted for your pin number. No need to enter mileage.

I take responsibility for all expenses charged to this credit card and I agree to the following:

- Use of the company gas card is for business-related expenses only.
- Purchases over \$200 must be approved by the Operations Manager.
- Personal expenses may not be charged to the company gas card.
- All receipts for charges to the company gas card must be logged and submitted by Noon on Friday to the Operations Manager's office in The Cove.
- The company gas card must remain in the vehicle it is associated with.
- This card must remain in its associated vehicle and not to be given to, loaned to or used by anyone else under any circumstances.

I have read, understand and agree to the above-mentioned terms governing the use of the corporate gas card. I understand misuse or abuse of this gas card or willful violation of the terms of this agreement may result in personal financial liability and disciplinary action, including termination.

Team Member Signature _____ Date _____

Printed Name _____

Manager Signature _____