

University of Houston-Downtown
Gas Card Agreement

I hereby acknowledge receipt of a University of Houston-Downtown Gas Card in accordance with procedures in PS 05.A 05.

I acknowledge that I have read and understand the terms and conditions of this Agreement, and I understand that the University of Houston-Downtown is liable to Voyager for all University of Houston-Downtown charges.

I agree to use this card for University of Houston-Downtown purchases only and agree not to charge personal purchases. I understand that the University of Houston-Downtown will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment, and criminal prosecution. I agree to repay the University of Houston-Downtown any amounts that I may personally owe, though I may no longer be in the employment of the University of Houston-Downtown.

I understand that the card is the property of the University of Houston-Downtown. I further understand that the University of Houston-Downtown may terminate my right to use this card at any time for any reason. I agree to return the card to the University of Houston-Downtown immediately upon request or upon termination of employment.

Cardholder Signature: _____ Date: _____

Cardholder Name (Print): _____

Department: _____

College/Division: _____

Parking and Transportation Office Signature: _____

Acknowledgment