



## ACKNOWLEDGEMENT OF RECEIPT OF COMPANY CREDIT CARD

Date: \_\_\_\_\_ Employee name: \_\_\_\_\_

Credit card type: \_\_ Visa \_\_ Mastercard \_\_ American Express \_\_ Other: \_\_\_\_\_

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

I have received the company credit card indicated above. I take responsibility for all expenses charged to this credit card and I agree to the following:

- Use of the company credit 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 credit card.
- All receipts for charges to the company credit card must be logged and submitted weekly at the weekly manager meeting.
- The company credit card must be returned to the operations manager or office manager immediately upon termination or resignation, or at any time upon request.
- This card must remain in your possession at all times 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 credit card. I understand misuse or abuse of this credit card or willful violation of the terms of this agreement may result in personal financial liability and disciplinary action, including discharge.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Manager Signature \_\_\_\_\_