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**Application for a Company Credit Card**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am applying for a company credit card.

I understand and agree that:

• I bear ultimate responsibility for the card.

• I will not use the company credit card to withdraw cash.

• I will not use the company credit card for personal expenses and will use it only for official business on behalf of the company.

• If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.

• If the company credit card is lost or stolen, I will report it immediately to the Chief Operating Officer.

• If I resign from the company, I will return the card with a final reconciliation of all expenditures prior to departure.

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Signature of Card Holder Date

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Signature of Cardholder’s Supervisor Date

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Signature of Chief Financial Officer Date