

**APPENDIX H1 – Credit Card Policy**  
**[Only to be used for staff issued a credit card]**

**CARDHOLDER AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of the following credit card:

\_\_\_\_\_ Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(type of credit card) (credit card number)

I understand that improper use of this card may result in disciplinary action, as outlined in the card policies and procedures, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Credit Card Policies and Procedures agreement. I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the \_\_\_\_\_ and that the agency will be liable to \_\_\_\_\_ for all charges made on this card.

I will strive to obtain the best value for the agency when purchasing merchandise and/or services with this card.

Card limit:\$ \_\_\_\_\_

Individual purchase limit:\$ \_\_\_\_\_

As a holder of this \_\_\_\_\_ card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the \_\_\_\_\_, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the \_\_\_\_\_ will be entitled to reimbursement from me of such purchases. The \_\_\_\_\_ shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

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

(Cardholder)

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

*[Authorized party I.e. Pastor]*