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

CARDHOLDER AGREEMENT

I, _____*[Name]*_____ , 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 [*parish name*] and that the agency will be liable to *[Financial Institution]* 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 $*[insert amount]*

Individual purchase limit $*[insert amount]*

As a holder of this *[parish name]'s* 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 *[parish office],* 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 *[parish name]* will be entitled to reimbursement from me of such purchases. The *[parish name]* 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]