



## Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card/Fuel Card Administrative Procedure 5.45A

I, the undersigned, hereby acknowledge the receipt of a Corporate Credit Card. I acknowledge that this card has been issued to me to make purchases in the course of my regular duties in connection with Evergreen School Division. I will not use the card to make personal purchases.

I acknowledge I have read and agree to the terms and conditions of the Corporate Credit Card policy. I confirm my agreement to these terms and conditions by signing below and by retaining and using the card.

I shall undertake to protect the card and the card number, not to be divulged to any other person, except a merchant with whom I am transacting on behalf of Evergreen School Division. Should the card be lost, stolen, suspended, or compromised in any manner, I will advise financial institution and the Secretary-Treasurer immediately.

Furthermore, I understand that this card has been provided to me on behalf of Evergreen School Division and that in the event that of willful or negligent default of these obligations, Evergreen School Division will take recovery action deemed appropriate and permitted by law. I agree to return this card upon request of either my supervisor or the Secretary-Treasurer upon termination of my employment.

Credit Card #: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_