

## CORPORATE CREDIT CARDHOLDER USER AGREEMENT

You are being entrusted with a corporate credit card, issued by **Big Bank**. The card is provided to you based on your need to travel for the Company. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of Company and will strive to obtain the best value for Company. I will incur business related expenses that comply with the Corporate Travel Policy.
2. I understand that under no circumstances will I use the Corporate Credit Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of Company funds and could result in corrective action, up to and including termination of employment.
3. The Corporate Credit Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
4. The Corporate Credit Card is company property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect Company assets. This may include being asked to produce the card to validate its existence and account number.
5. If the card is lost or stolen, I will immediately notify Big Bank by telephone at **800-555-5555**. (Keep this number in your list of contacts).
6. I will reconcile my expenses via the Concur expense system. I will reconcile these expenses in a timely manner.
7. **INFORMATION EXCHANGED BETWEEN COMPANY AND BIG BANK:**  
Information concerning your use of the Corporate Credit Card, including details regarding each individual transaction, may be furnished by Big Bank to Company. Information concerning reimbursement received, employment status, and location may be furnished by Company to Big Bank.
8. I agree to surrender the Corporate Credit Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

\_\_\_\_\_  
EMPLOYEE NAME (PRINT)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE