

CARDHOLDER AGREEMENT

The U.S. Bank Visa Purchasing Card represents our company's trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read the Purchasing Card Standard including the draft of the Travel and Expense standard and agree to comply with them as well as the following responsibilities. Your Signature also acknowledges that you have received or have applied and are in the process of receiving a U.S. Bank Visa Purchasing Card.

1. I understand that the card is for company approved purchases only, and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of company funds. This may result in disciplinary action, up to and including termination of employment.
3. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or U.S. Bank.
4. The reason for purchase is to be documented on the receipt. If the purchase was for a meal, the name of the restaurant, date, business purpose, and the attendees are to be documented on the receipt.
5. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by notifying the Program Administrator
6. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.
7. The 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.
8. All charges will be billed directly to and paid directly by the company. The bank cannot accept any monies from me directly; therefore, any personal charges billed to the company could be considered misappropriation of company funds. Charges for personal purchases may be recovered by the company by payroll deduction, or other means.
9. As the card is company property, 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. I may also be asked to produce receipts and statements to audit its use.
10. I understand the Purchasing Card is not necessarily provided to all employees. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

**PLEASE PRINT, SIGN, AND SCAN FULLY SIGNED FORM WITHIN FIVE
BUSINESS DAYS OF RECEIPT TO PROGRAM ADMINISTRATOR AT**

PCardAdministrator@enablemidstream.com

Employee Signature

Approving Manager Signature

Employee Printed Name

Approving Manager Printed Name

Date

Date

Employee ID number

Approving Manager employee ID number