

Corporate Credit Card Acknowledgement

ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS OF HOLDERS OF CORPORATE CREDIT CARDS

This document outlines the responsibilities I have as a holder of The Algonquin and Lakeshore Catholic District School Board Corporate Credit Card. My signature indicates the following:

- a) I have read and understand the Corporate Credit Card Administrative Procedures and Policies, and agree to adhere to the policy and procedures established for the program.
 - b) I have received the Algonquin and Lakeshore Catholic District School Board card issued in my name.
- 1) The credit card is intended to conduct business and **I will not use the card for personal purposes.**
 - 2) Unauthorized use of the card can be considered misappropriation of funds. This could result in (i) immediate temporary or permanent irrevocable forfeiture of the card and/or (ii) any disciplinary action which the Board may deem necessary.
 - 3) I understand that the card must be surrendered upon termination of employment, whether for retirement, voluntary separation, resignation or dismissal. I may also be requested to surrender the card for reasons not related to my own personal situation, such as reorganization.
 - 4) I will maintain the card with appropriate security whenever and wherever I may use the card.
 - 5) I understand that I will receive a cardholder's monthly statement and I will review this statement within the 30 days of receipt. I will resolve any discrepancies by either contacting the credit card company or the supplier.
 - 6) In event of compromised card, I am responsible to notify the credit card company immediately and the Office of Superintendent of Finance and Business Services.
 - 6) I understand that I am required to obtain appropriate documentation e.g. cash register receipts, invoices and reconcile them with the monthly statement. Photocopies of receipts or credit card slips are not acceptable as they do not show sufficient detail to authorize payment or meet audit requirements. Invoices or sales slips must be provided.
 - 7) I understand that charges made against my card will be recorded against the appropriate General Ledger lines and Budget.
 - 8) I agree to charge only those purchases that are consistent with the types of materials and services authorized by the Algonquin and Lakeshore Catholic District School Board.
 - 9) Under no circumstances will the Corporate Credit Card be used to circumvent Board Purchasing Policies and restrictions.

Employee Signature: _____

Date: _____

Employee Name: _____

Card #: _____