



## JC Credit Card Agreement/Application

### Employee Information:

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last 4 Digits of Employee ID : \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Business Purpose of Request: \_\_\_\_\_

### Cardholder Agreement:

I understand that improper use of this card may result in disciplinary action, as outlined in the credit card policy, 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 college's credit card Policy and Procedure.

I acknowledge receipt of said Agreement and Policy/Procedure and confirm that I have read and understand the terms and conditions of the credit card.

I will strive to obtain the best value for the college when purchasing goods and/or services with this card.

I agree to accept responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Business Office, immediately upon request, during the period of my employment. I further agree to return the card upon my 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 to make purchases for any other entity, the college will be entitled to reimbursement from cardholder for such purchases. The college shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and associated attorney fees.

Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Business Office Use Only:

Coach: \_\_\_\_\_ Administrator: \_\_\_\_\_ Executive: \_\_\_\_\_ Staff: \_\_\_\_\_ Faculty: \_\_\_\_\_

Profile Exceptions: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved: \_\_\_\_\_

Vice President's Signature \_\_\_\_\_ Date: \_\_\_\_\_