

K-State Student Union

CORPORATE CREDIT CARD ACKNOWLEDGEMENT FORM

Employee Name: _____ Date: _____

Last 4 Digits of Credit Card Number: _____ Expiration: _____

Credit Card Transaction Limit: \$ _____

For information regarding corporate credit card responsibilities, refer to Union policy *4091 – Corporate Credit Card Responsibilities*. Corporate credit cards are available only to authorized personnel. The Union reserves the right to release and withdraw the corporate credit card at any time, with or without notice.

I have received the K-State Student Union corporate credit card indicated above. My signature below indicates that I agree to the following:

- I am responsible for all expenses charged to the credit card.
- Usage is for authorized, legitimate business expenses that align with the Union's mission and business purposes only.
- The credit card cannot be used to receive cash advances, bank checks, traveler's checks, money orders, and/or electronic cash transfers.
- I am prohibited from giving the credit card to unauthorized individuals and/or employees.
- My personal use of the credit card is strictly prohibited.
- All receipts for charges must be approved, coded, and submitted to the business office as the charge/s are incurred, and no later than three business days after the charge/s.
- All discrepancies or charges that seem questionable will be reported promptly to my direct supervisor and the Assistant Finance Director/Business Management.
- I am expected to cooperate with any investigation and resolution of disputed charges.
- I will report a lost or stolen credit card immediately to my direct supervisor and the Assistant Finance Director/Business Management.
- I must request and receive written approval from the Executive Director or designee to increase my credit card limit, prior to any limit change (whether temporary or permanent).
- I will immediately surrender the credit card to the Assistant Finance Director/Business Management and ensure any outstanding charges are reconciled, upon my resignation, retirement, demotion, termination, or any other time upon request.
- Any violation of Union policy *4091 - Corporate Credit Card Responsibilities*, may result in disciplinary action, including but not limited to reimbursement of unauthorized charges, suspension or revocation of card privileges, and termination of my employment.

Employee Signature: _____

Position Title: _____