

**ST. SUSANNA CREDIT CARD AGREEMENT
FOR ST. SUSANNA PARISH EMPLOYEES
SECONDARY USER**

Congratulations! You have been granted the privilege of using a Parish credit card assigned to another employee. Your participation in the credit card program is a convenience that carries responsibilities along with it. This card is Parish property and must be used with good judgment. This card is the personal responsibility of another employee, and by using it, you share in that responsibility. **By signing this agreement, you acknowledge that you understand and will comply with all of the Parish guidelines, as listed below.**

I, as an authorized and approved secondary user of a Parish credit card have been trained and fully understand and agree to the following terms and conditions regarding the use and safekeeping of the credit card or credit card information entrusted to me:

1. I accept full personal responsibility for the safekeeping of the credit card when it is in my possession, and that absolutely no one, other than me, is permitted to use the credit card provided to me.
2. I will be making financial commitments on behalf of the Parish and will obtain fair and reasonable prices. **For Example: No First Class Tickets**
3. I understand that I am personally responsible for obtaining ALL original detailed receipts (purchase and credit documents) and submitting them in accordance with Parish credit card procedures. I will submit receipts for ALL purchases on a monthly basis.
4. When I use the credit card, I understand that these purchases will result in a “receivable” from me and I am responsible for repayment of any of these charges deemed not allowable when receipts are reviewed by the Parish. I further understand that any unallowable amount must be repaid to the Parish within 30 days after the receipts have been reviewed. Unallowable amounts include those for which a receipt is not submitted.
5. In the event that I fail to repay any non-allowable amount, the Parish is authorized to withhold the full amount from any payment (s) due me from the Parish, including payroll checks, as repayment.
6. I understand that failure to follow these provisions more than once within any 12 month period, including failure to submit valid receipts for ALL purchases, will result in suspension of my right to use a Parish credit card.
7. I will not use the credit card for non-Parish related expenses, unauthorized purchases, or for personal purchases.
8. I will immediately report the theft or loss of the credit card to the Parish Bookkeeper/Business Manager and the employee who allowed me to use the card.
9. I understand that I cannot use the credit card as a financial reference to obtain personal credit cards or loans.

10. I understand that any purchases made by me will be recorded and reviewed by two individuals to insure compliance with credit card guidelines.

11. I understand that failure to follow any of the above listed terms and conditions or if found to have misused the credit card in any manner may result in:

- Revocation of the privilege to use the credit card
- Disciplinary action
- Termination of employment, and/or criminal charges being filled with the appropriate authority.

12. I agree to surrender the credit card immediately upon request or upon termination of employment for any reason if then in my possession.

I, _____ hereby accept the above terms and conditions and acknowledge receipt of the credit card.

Employee Signature _____

Date _____
