**Grace Family Fellowship**

**Credit Card Cardholder Agreement**

I hereby acknowledge that I received a corporate credit card from Grace Family Fellowship (GFF). By signing this agreement, I acknowledge that I understand and will comply with the following guidelines:

1. I understand that holding a GFF credit card (hereafter “card”) is a privilege and a responsibility.
2. I accept full and complete responsibility for securing and safe-guarding the card at all times. I agree to notify the GFF Finance Office immediately if the card is lost or stolen.
3. I accept responsibility for the proper use of the card and for all charges made to the card. I understand that the card is to only be used for business purposes under my ministry’s operating budget or, as circumstances may require, the operating budget of other GFF ministries. The card will not be used for non-church related expenses, personal purchases, or any unauthorized purchases deemed immoral, unethical, or illegal.
4. I agree to have GFF’s state sales and use tax exemption certificate available when any purchase is made so that sales taxes will not be charged. GFF recognizes that this may not always be possible depending on the particular situation, but efforts should be made to take advantage of the church’s tax-exempt status.
5. I accept responsibility for maintaining documentation and receipts for all purchases on the card, and I agree to submit all documentation for each month’s charges to the Finance Office no later than the 5th day of the following month.
6. I understand that the Finance Committee has requested that the Finance Office monitor all cardholders for timely and complete submission of monthly expenditure documentation. The Finance Committee will receive monthly reports listing the cardholders who provide delinquent, improper, or incomplete documentation. I understand that the Finance Committee may take action by issuing a warning, suspending or revoking my card, and/or forwarding the matter to the Personnel Committee for potential disciplinary action.
7. I agree to fully reimburse GFF for any unauthorized or personal charges I make on the card within ten (10) business days of such a charge occurring or upon GFF’s determination and notification that such a charge has occurred. If I fail to reimburse GFF or resolve the issue within the allotted time, I hereby authorize GFF to deduct from my wages any and all amounts due from me to GFF for the unauthorized charges.
8. I understand that taking any form of cash advance from the card is not permitted under any circumstances. I also understand that any rewards or other benefits inherent to the card are the property of GFF.
9. I understand that any misuse of the card or other violation of this agreement may result in the revocation of the card and may be grounds for disciplinary action up to and including termination of employment.
10. I agree to surrender the card immediately to the Finance Office upon request or in the event my employment with GFF ends for any reason.

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Employee Signature Date

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Employee Printed Name Credit Card Number (last four digits only)