

## MORGAN COUNTY

### Employee Credit Card Issuance Agreement

Pursuant to the Morgan County Credit Card Policy regarding county credit cards, I agree to the following conditions, procedures and policies regarding the issuance and use of the credit card issued in my name:

I agree to use the county credit card solely for county business, and not to use the card to obtain cash advances or for personal purchases. I agree to provide receipts to support each use of the card at the time a voucher is prepared. I agree to submit the voucher to the Finance Department in a timely fashion so that the bill can be paid on time and the county will not incur any late or interest charges. I agree that if my credit card is lost or stolen, I will contact the Finance Department immediately so the card can be cancelled and a new one issued. I agree not to lend my credit card to anyone else. I agree to return my credit card to my supervisor who will forward the card to the Finance Department for cancellation upon termination of my employment with the county. I agree that failure to comply with the credit card policy and procedures will result in cancellation of the card, payment of restitution by me of any unauthorized charges, payment of the county's costs of collection, including attorney's fees, if any, and may include disciplinary action up to and including dismissal by the appropriate Elected Official or Department Head.

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Employee (Please Print)

Date

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Employee (Signature)

Date

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Date Card Issued

Issued By

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Card Number

Amount Approved: \_\_\_\_\_

Approved by Board of County Commissioners (Signature of at least two Commissioners)

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Signature

Date

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Signature

Date

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Signature

Date