

Credit Cardholder User Agreement

Cardholder's Name (printed) _____

Department Name _____

As a cardholder I understand:

1. All purchases/transactions must be used only for official County work-related purposes as permitted by department policy. All transactions must be for a proper public purpose.
2. I understand the card is not to be used to secure goods/services from individuals who do not operate as a business.
3. I agree to abide by the transaction limits set forth by my department policy, and understand my usage will be monitored by the Key Department contact who is in charge of issuing cards.
4. I understand that no individual transaction may exceed \$1,000, or total card usage of \$5,000 per month without special permission for emergency situations.
5. I agree to submit my detailed receipt within two days of the transaction date. The receipt must be from the vendor and include line item detail. To insure proper cost assignment the cardholder shall include the reason for the purchase and the cost center to be billed.
6. I understand taxes should not be paid, and I will be responsible for working with the vendor to rectify taxes charged in error.
7. I understand that credit cards such as Visa, MasterCard, and Discover, etc. are only to be utilized for the ten eligible categories specified in ORC 301.27 which are outlined below:
 - a. Food Expenses;
 - b. Transportation Expenses;
 - c. Gasoline and Oil Expenses;
 - d. Motor vehicle repair and maintenance expenses;
 - e. Telephone expenses;
 - f. Lodging expenses;
 - g. Internet service provider expenses;
 - h. Expenses for children being provided temporary emergency care by the agency
 - i. Webinar expenses
 - j. Automatic or electronic data processing or record-keeping equipment, software or services

Use of these credit cards for any use other than permitted above is a violation of ORC 2913.21. Under no circumstances shall any cash back or cash withdrawal options be used to obtain cash as part of any transaction. Alcohol, entertainment and personal services expenditures are strictly prohibited.

8. I will review and reconcile my monthly statement each month in cooperation with the Key Department contact.
9. I understand inappropriate use, violation of internal policies, and the sharing of cards will result in corrective action. Corrective action may include suspension, termination, and criminal charges.

Cardholder's Signature

Date