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Department of _____ Corporate Credit Card Agreement

Employee Name:

Division/Branch/Section _____ Agency
No. _____

For the purposes of this document, the Company Name Corporate Credit Card and the Company Name Corporate Travel Charge Card are the same.

Use of the Company Name Corporate Credit cards is authorized only for travel related expenses while on Official State business and is strictly prohibited for any other purposes. The Corporate Credit cards shall not be used for personal use and will be considered abuse of the card.

Abuse of the Corporate Credit Card privilege or disregard for the agreement guidelines may result in personal liability and is grounds for disciplinary action, which could include dismissal.

Employee agrees to the release of Social Security Number to the Corporate Card Provider and agrees to allow for a credit check on the employee's personal credit history by the Corporate Card Provider. Employee understands Corporate Card Provider may adjust the credit limit on their card as needed.

Sample Preview