

PERSONNEL CREDIT CARD AGREEMENT
(Reference Policy No. 207)

Diocese of the Rio Grande

I, _____, understand and acknowledge that the credit card provided to me by the Diocese of the Rio Grande (DRG) is for business purposes only and that personal use is strictly prohibited. I will submit receipts for all purchases charged to the card monthly for approval and reconciliation.

I acknowledge receipt of the Credit Card Policy (Policy No. 204) and that the DRG reserves the right to conduct a credit background check.

I agree to reimburse the DRG for any unauthorized purchases I make using the card. I hereby authorize the DRG to deduct from my wages any and all amounts due by me to the DRG for unauthorized purchases I make using the card, if charges are not reimbursed by me immediately or an alternate plan for payment made.

In the event that the card is lost or stolen or there are fraudulent charges, I understand that it is my responsibility to report it immediately to the DRG Business Manager and the credit card issuing company, instructing the company to cancel the card.

I also understand that the card is the property of the DRG and must be returned to the Finance Committee upon separation from the DRG.

Print Name

Signature

Date