

CREDIT CARD ISSUANCE AGREEMENT

I herewith acknowledge receipt of the Garretson School District credit card. I have read the Credit Card Issuance Policy adopted by the Garretson School Board and I agree to its terms. I specifically agree that charges made on the credit card may be deducted from my salary unless:

- 1. The purchase is for a school-related purpose authorized under the Credit Card Use Policy; and
- 2. I submit signed receipts and such other documentation as the business manager and/or superintendent may require prior to the credit card bill being presented to the business manager for payment, and the amount does not exceed the reimbursable travel amount.

In the event that the credit card is lost or stolen, I will immediately notify the credit card company and the business manager and/or superintendent at the Garretson School District.

I agree to present to the business manager the detailed sales slips and corresponding credit card documentation when the credit card is returned.

Signed this _____ day of _____, 20____.

RECIPIENT

Credit Card Number: _____

Date Issued: _____

Return Date: _____

Credit Limit: _____

Purpose of Issuance: _____