

Cornell Cooperative Extension of Monroe Employee Credit Card Agreement

_____ has been issued an organizational credit card ending in _____ on _____. The card is issued under the cardholder's name but remains the property of Cornell Cooperative Extension. The cardholder agrees to follow all terms and conditions outlined in this agreement.

1. Acceptable Use

The Card may be used only for:

- Approved work-related expenses that support organizational operations/programs.
- Purchases that follow all program procedures and budget approvals.

Personal purchases are strictly prohibited, even if the Cardholder intends to reimburse the organization.

2. Documentation and Receipts

The Cardholder must:

- Obtain and submit **itemized receipts** for all transactions.
- Provide a clear **business purpose** for each purpose.
- Submit documentation within 5 business days of the purchase.
- Missing receipts must be documented using a **Missing Receipt Form**

3. Prohibited Purchased

The Card may not be used only for:

- Personal expenses of any kind.
- Cash advances, gift cards, or money transfers.
- Alcohol, tobacco, or controlled substances.
- Any purchase that violates organizational, funder, or extension policy.

4. Security and Reporting

The Cardholder agrees to:

- Keep the card secure and not share the Card or account information.
- Report lose/stolen cards **immediately** to Ann Marie Purdy, Finance and Operations Admin.
- Report any suspected fraud or unauthorized charges promptly.

5. Reconciliation and Compliance

The Cardholder is responsible for ensuring transactions are accurate and properly coded/reconciled as required. Misuse may result in:

- Loss of card privileges
- Disciplinary action, up to and including termination
- Requirement to reimburse the organization for unauthorized charges.

6. Return of Card

The Card must be returned immediately upon request, or separation from employment.

7. PCI DSS Training Acknowledgment

I confirm that I have completed PCI DSS training and understand my responsibilities related to the secure handling of payment card information.

Cardholder Acknowledgement

I acknowledge that I have received, read, and understand this agreement. I agree to comply with all credit card guidelines and understand that misuse may result in disciplinary action.

Cardholder Signature: _____ **Date:** _____

Finance Signature: _____ **Date:** _____