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| Chester Public Utility District Corporate Credit card use agreement |
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Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| I understand and agree that:* I bear ultimate responsibility for the card.
* I will not use the corporate credit card to withdraw cash.
* I will not use the corporate credit card for personal expenses and will use it only for official business on behalf of the district.
* I will not exceed the authorized limit for any billing period.
* I will not lend my card to any other person for their use.
* If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or other wise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deduction for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
* If the corporate credit card is lost, stolen or misplaced I will immediately to the CPUD Office Manager.
* If I leave employ from the Chester Public Utility District, I will return the card with a final reconciliation of all expenditures prior to departure.

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