



## **Southeast Alaska Independent Living, Inc.**

### **Credit Card Policy Agreement**

You have been granted the use of a Southeast Alaska Independent Living, Inc. (SAIL) credit card. Your participation in the credit card program is a convenience that comes with related responsibilities. Although this card is issued in your name, it is SAIL property and must be used prudently and in accordance with this policy. **By signing this agreement, you acknowledge that you understand and will comply with all of the SAIL guidelines, as listed below.**

As an authorized and approved cardholder, I have been trained and fully understand and agree to the following terms and conditions regarding the use and safekeeping of the credit card entrusted to me:

1. I accept full personal responsibility for the safekeeping of the credit card assigned to me, and understand that absolutely no one, other than me, is permitted to use the credit card assigned to me.

2. I will be making financial commitments on behalf of the SAIL and will obtain fair and reasonable prices following SAIL's purchasing policy.

3. I will submit my expense report to SAIL at the end of each ~~month~~ **week**, and ~~within two weeks after completion of a business trip~~, showing expenses incurred with all required receipts attached.

4. When I use my credit card, I understand that these purchases will result in a "receivable" against me, and I am responsible for repayment of any of the charges that are disallowed when the expense report is submitted to SAIL. I further understand that any disallowed amount must be repaid to SAIL within five days after the expense report has been filed.

5. In the event that I fail to repay any disallowed amount, SAIL is authorized to withhold the full amount from any payment(s) due me from SAIL, including payroll checks, as repayment. I understand that failure to follow these provisions more than once within any 12-month period will result in suspension of my credit card.

6. I will not use the credit card for non-SAIL related expenses, unauthorized purchases, or for personal purchases.

7. I will immediately report the theft or loss of my credit card to the ~~Financial Assistant~~ or Executive Director in Juneau.

8. I understand that I cannot use the credit card as a financial reference to obtain personal credit cards or loans.

9. I understand that I am personally responsible for obtaining all original detailed receipts (purchase and credit documents) and submitting them in accordance with SAIL's purchasing policy for all purchases.

10. I understand that any purchases made by me will be recorded and reviewed in management reports, to insure compliance with credit card guidelines.

11. I understand that failure to follow any of the above listed terms and conditions or the misuse of the credit card in any manner may result in any or all of the following:

- Revocation of the privilege to use the credit card.
- Disciplinary action.
- Termination of employment, and/or criminal charges being filed with the appropriate authority.

12. I agree to surrender the credit card immediately upon request or upon termination of employment for any reason.

I, \_\_\_\_\_, hereby accept the above terms and conditions and acknowledge receipt of the credit card.

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Employee Signature

Date

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Employee email address

Approved By the SAIL Board of Directors 4-26-17