

**Pottawattamie County  
CREDIT CARD AGREEMENT**

**If card is lost or stolen, call 1-833-933-1647 immediately, and notify your Department Head.**

The employee listed above has been provided with a copy of the County's purchasing card policy, and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

1. County purchasing cards are for official County use only. I understand that any misuse of the County Credit Card may result in a suspension and/or termination of usage and/or as outlined in Section 9 of the policy.
2. Credit card payments must be processed on a timely basis. All charges need accompanying original receipts. If appropriate receipts are not turned in and cannot be produced, I agree to reimburse the County for any undocumented charges or any charges that do not comply with County policies. A Receipt Affidavit may be used to replace a missing original receipt. See Section 12 of the policy for details.
3. The Credit Card will be immediately surrendered upon retirement, termination or upon request of the department head. I understand that the use of the Credit Card for any purpose after its surrender is prohibited.
4. I understand a Credit Card is not necessarily provided to all employees. Assignment is based on my need to purchase material for the county and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

I have read Pottawattamie County Card Policy and procedures and accept them.

Cardholder Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Employee \_\_\_\_\_

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

Company Issuing Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration \_\_\_\_\_

Department Head Approval \_\_\_\_\_

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Internal Use Only

Credit Card Returned \_\_\_\_\_

Reason \_\_\_\_\_

Received By \_\_\_\_\_