

UGSOA LOCAL 18

Business Credit Card Agreement

The United Government Security Officers of America, Local 18 (Local) Credit Card shall be used for the express purpose of Local business only. It is expected that you use these cards responsibly.

If you are traveling for training or other Local related business you and accompanying Local Members are permitted to use this credit card for meal purchases, hotel stays and other travel expenses at the limits established in the Local By-Laws. Other expenses must be pre-approved by the Executive Board. Expenses beyond those outlined above are the personal responsibility of the member.

No adult beverages shall be purchased with this card.

All receipts must be submitted to the Treasurer for payment. These receipts and purchase orders shall be carefully maintained by the card holder. It is the card holder's responsibility to account for each line item on the statement with an accompanying receipt. Failure to do so, may result in the card holder being responsible for those charges.

Credit card statements should be paid off monthly as to not incur any interest charges. This can only be done if all receipts are submitted to the Treasurer in a timely manner. Arrangements should be made to submit receipts within seven (7) days of the purchase. If the receipts are not received by the Treasurer by the seven (7) day deadline; and, the Treasurer is unable to make a timely credit card balance payment; then, the card holder may be held personally responsible for the \$29.00 service fee incurred on the account.

This agreement supersedes all prior agreements and shall remain in affect until terminated or replaced.

Your signature below indicates that you fully understand the above and are willing to fully cooperate with the procedures and policy established herein.

Failure to comply with the above shall result in your Local Credit Card being revoked. In addition, you shall be held personally responsible (civilly and/or criminally) for misuse and or abuse of this privilege.

Printed Name: _____

Signature: _____ Date: _____