



EMPLOYEE AGREEMENT FOR COMPANY ISSUED CREDIT CARD (P-CARD)

The following user agreement must be signed by all authorized employees of Silver Summit Management DBA ILoveVacations.com with access to a credit card.

All P-Card's are property of Silver Summit Management DBA ILoveVacations.com
Located at |314 Main St #200 and #201 Park City Utah, 84060

I, _____ understand that ILoveVacations.com has authorized my use of a company credit card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

- I will use the card issued to me only for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy by building/department needs.
- I understand the purchases are limited to a monthly limit of \$2000. This limit can be increased with manager approval
- I will not use the card to obtain cash advances.
- I understand that I am the only authorized card user.
- I will not use the card for personal use or for any other non-company purposes.
- I understand the card shall be used for only the types of merchants approved by the company.
- I understand that all purchases shall be made in accordance with applicable purchasing and credit card procedures adopted by company policy.
- I understand that I will be responsible for the **timely reconciliation of all credit card transactions charged to my card by submitting receipts to Evernote within 24 hours. All Receipts/invoices are entered into Breezeway task as needed within 24 hours.**
- I understand that I am responsible to provide appropriate documentation for credit card transactions charged to be card.
- I will surrender the card to the company in the event of my transfer within or separation from the company.
- I understand that any charges against the credit card that are not properly identified or not allowed by the company shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the company or designee.
- I will immediately report any stolen or lost card to my Manager or Company Owner
- I will immediately report a stolen or lost card to the Bank at the following number **800-346-5538**. Please identify card as a Visa Ink Card

I understand that any variance and/or violation of the above conditions will result in cancellation of my credit card. Misuse of the card could result in disciplinary action up to and including immediate termination and/or personal liability for unapproved charges. All company cards are subject to examination by external auditors.

The company shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Name:

Department:

Credit Card # :

Expires:

Verification Code:

Signature_____

Date_____