

P-Card Employee Acknowledgement Form

I, _____, have received the Bank of America Card,

Account Number: _____.

I take responsibility for all expenses charged to the Bank of America Card, and I agree to:

- Use the Bank of America Card for business-related approved purchases only. My personal expenses will NOT be charged to the Card.
- Return the Bank of America Corporate Card to my Director, Finance, or to Human Resources when I leave the Company, or when I am specifically asked to do so.
- Report to Bank of America and Finance any misuse or fraudulent charges immediately.
- I have read, understand and agree to the above-mentioned terms governing the use of the Bank of America Card. In addition, I have read and understand Section 17-11 City Credit Card Policy of the City of Douglasville Personnel Policies and Procedures.

Employee Signature

Employee Print

Department Head Signature

Department Head Print

Date Card Received by Employee: _____ Card Expiration Date: _____

Acknowledgement Form received by Finance: _____ (initials & date)

Card returned to Director, Finance, or HR on: _____