

Bethel University

Corporate Credit Card Request Form

Employee Name: _____ Employee ID: _____

Bethel Email: _____

Default Budget Number: _____

Credit Limit (max \$3,000.00): _____

The corporate credit card cannot be used to obtain bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card, or for personal expenses.

Misuses of a corporate credit card will result in cancellation of the card and withdrawal of corporate credit card privileges. Intentional misconduct related to card use may result in disciplinary action, up to and including termination of employment.

Each credit card will be limited to a maximum of \$3,000.00. Increases to the established maximum may be requested by the employee's supervisor and will be granted on a case-by-case basis by the Controller.

Corporate credit card expenditures must be reconciled by completing a monthly credit card report in Chrome River. The report must be approved by both the employee and their supervisor. The report must be submitted with original receipts via Chrome River to the Business Office by the 15th of the following month. Violations of this policy may result in cancellation of the card and such other actions as deemed appropriate by the University.

For more information, please review the Credit Card Policy and Business Expense Policy found in Confluence.

By signing below, I understand and agree that:

- I bear ultimate responsibility for use of the card issued to me.
- I will not use the corporate credit card for personal expenses and will use it only for official business on behalf of the University.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I may be liable for any actual monetary loss incurred by the University, in addition to possible disciplinary action, up to and including termination.
- If the University credit card is lost or stolen, I will report it immediately to the credit card coordinator.
- If I resign from the University, I will return the card with a final reconciliation of all expenditures prior to my departure.

Provide a brief explanation for the need of a corporate credit card including expected monthly expenses: _____

Employee's Signature: _____ Date: _____

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

VP Approval: _____ Date: _____