

Employee Credit Card Agreement

This **Employee Credit Card Agreement** ("**Agreement**") is entered into on _____ ("**Effective Date**") by and between the following parties:

Company

Employee

The Creditor and the Debtor may be referred to individually as a "**Party**" and collectively as the "**Parties**."

WHEREAS, the Company may issue a business credit card to the Employee solely for authorized business-related expenses;

WHEREAS, the Employee agrees to use the credit card responsibly, safeguard Company funds, and comply with this Agreement and all applicable Company policies;

WHEREAS, both parties wish to establish the rights and responsibilities governing the issuance and use of the Company credit card.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows.

1. Purpose

The purpose of this Agreement is to establish the terms and conditions governing the Employee's possession and use of a Company-issued credit card. The credit card remains the exclusive property of the Company and is provided solely to facilitate legitimate business expenses incurred in the course of the Employee's employment.

2. Credit Card Information

Item	Details
Cardholder Name	
Card Issuer	
Last Four Digits of Card	
Credit Limit (if applicable)	
Department	
Supervisor	
Date Issued	

3. Authorized Business Use

The Employee shall use the credit card exclusively for legitimate business purposes authorized by the Company.

Authorized expenses may include, as applicable:

- Business travel and transportation
- Lodging for approved business travel
- Business meals and client entertainment permitted by Company policy
- Office supplies and equipment
- Professional memberships, subscriptions, or training approved by the Company
- Other business expenses expressly authorized by the Company

The Employee shall obtain any required approvals before incurring expenses when required by Company policy.

4. Prohibited Use

The Employee shall not use the credit card for:

- Personal purchases or expenses
- Cash advances unless specifically authorized by the Company
- Alcohol, entertainment, or gifts not approved by Company policy
- Purchases prohibited by law or Company policy
- Transactions intended to circumvent purchasing limits or approval requirements
- Any expense unrelated to Company business

The Employee shall not allow another person to use the credit card without the Company's prior written authorization.

6. Lost, Stolen, or Compromised Card

The Employee shall immediately notify the Company and the card issuer, if instructed by the Company, upon discovering that the credit card has been lost, stolen, or may have been used without authorization.

The Employee shall cooperate fully with any investigation concerning unauthorized transactions.

7. Security Responsibilities

The Employee agrees to exercise reasonable care in safeguarding the credit card and any associated account information.

The Employee shall:

- Keep account information confidential;
- Protect the card from unauthorized access;
- Comply with all security procedures established by the Company;
- Promptly report suspected fraud or security incidents.

8. Billing and Payment

The Company shall remain responsible for payment of approved charges made on the Company-issued credit card, provided the Employee has complied with this Agreement and applicable Company policies. The Employee shall not intentionally incur expenses that exceed authorized spending limits or violate Company approval requirements.

9. Personal Charges and Reimbursement

If the Employee accidentally uses the credit card for a personal expense, the Employee shall immediately notify the Company.

The Employee agrees to reimburse the Company for any unauthorized personal charges within _____ days after receiving notice from the Company.

The Company may recover reimbursement through any lawful method permitted by applicable law and any separate written authorization provided by the Employee.

10. Audit and Review

The Company may review, audit, or verify any transaction made using the credit card.

The Employee agrees to cooperate with any audit or inquiry concerning credit card use and to provide supporting documentation upon request.

11. Card Ownership

The credit card, account information, and all associated records remain the exclusive property of the Company.

The Employee acquires no ownership interest in the credit card by virtue of its issuance.

12. Return of Credit Card

The Employee shall immediately return the credit card upon:

- The Company's request;
- Transfer to a position that no longer requires the card;
- Suspension of card privileges;
- Separation from employment for any reason.

The Employee shall not use the card after being instructed to return it or after employment ends.

13. Employee Acknowledgments

The Employee acknowledges that:

- The credit card is issued solely for Company business.
- All purchases may be reviewed and audited by the Company.
- Misuse of the credit card may result in disciplinary action, including revocation of card privileges, reimbursement obligations, or other employment-related action consistent with applicable law and Company policy.

The Employee has received, read, and agrees to comply with the Company's applicable expense reimbursement and purchasing policies.

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- The credit card is issued solely for Company business.
- All purchases may be reviewed and audited by the Company.
- Misuse of the credit card may result in disciplinary action, including revocation of card privileges, reimbursement obligations, or other employment-related action consistent with applicable law and Company policy.

The Employee has received, read, and agrees to comply with the Company's applicable expense reimbursement and purchasing policies.

14. Term and Termination

This Agreement becomes effective on the Effective Date and remains in effect until terminated by either the Company or the Employee or until the Employee's employment ends.

The Company may revoke the Employee's credit card privileges or terminate this Agreement immediately for misuse of the card, violation of this Agreement, violation of Company policy, or any other legitimate business reason.

Upon termination of this Agreement, the Employee shall immediately cease using the credit card, return it to the Company, submit any outstanding expense reports, and satisfy any reimbursement obligations arising under this Agreement.

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Upon termination of this Agreement, the Employee shall immediately cease using the credit card, return it to the Company, submit any outstanding expense reports, and satisfy any reimbursement obligations arising under this Agreement.

15. Confidentiality

The Employee shall protect confidential financial information, account numbers, transaction records, and any other non-public information obtained through use of the Company credit card.

This obligation continues after termination of this Agreement to the extent permitted by applicable law.

16. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of _____, without regard to its conflict of law principles.

Any dispute arising out of or relating to this Agreement shall be resolved by the courts located in _____, unless the parties agree in writing to an alternative dispute resolution process.

17. Entire Agreement

This Agreement constitutes the entire understanding between the parties regarding the Employee's use of the Company-issued credit card and supersedes all prior oral or written understandings relating to the same subject matter.

18. Amendments

The Company may amend this Agreement by providing written notice to the Employee. Continued possession or use of the Company credit card following the effective date of an amendment constitutes the Employee's acknowledgment of the revised terms, unless applicable law requires additional consent.

19. Severability

If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect to the fullest extent permitted by law.

20. Signatures

By signing below, the parties acknowledge that they have read, understood, and agree to be bound by the terms of this Agreement.

Company

Employee

Name

Name

Date

Date

Signature

Signature



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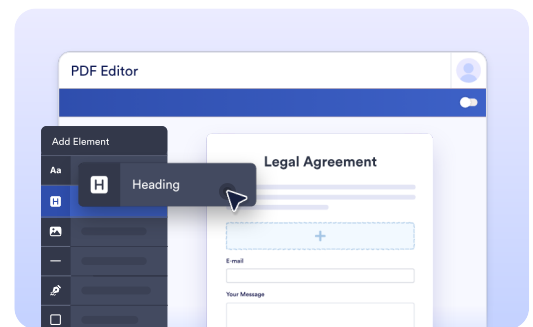
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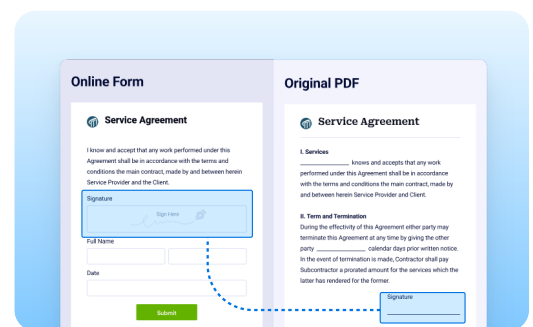
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