

# COMPANY CREDIT CARD AGREEMENT

Company Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

## Cardholder Information:

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Company Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_

## Card Information:

Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_

Credit Limit: \_\_\_\_\_ USD

Authorized Spending Categories: \_\_\_\_\_

## Agreement Terms and Conditions:

- 1. Use of Card:** The Cardholder agrees to use the Company Credit Card solely for authorized business expenses in accordance with Company policies.
- 2. Responsibility:** The Cardholder accepts responsibility for all charges made with the Card and agrees to submit accurate and timely expense reports.
- 3. Credit Limit:** The Cardholder acknowledges the credit limit assigned and agrees not to exceed it without prior written approval.
- 4. Lost or Stolen Card:** The Cardholder must immediately report lost or stolen cards to the issuer and Company's finance department.
- 5. Payment and Reconciliation:** The Company shall pay the card issuer directly. Cardholders must reconcile statements and report discrepancies promptly.
- 6. Unauthorized Use:** Use of the Card for personal expenses or unauthorized transactions is strictly prohibited and may result in disciplinary action.
- 7. Termination:** The Company may revoke Card privileges at any time. Upon termination of employment or upon request, Cardholder shall return the Card immediately.
- 8. Compliance:** The Cardholder agrees to comply with all applicable laws, regulations, and Company policies related to credit card use.
- 9. Liability:** The Cardholder indemnifies the Company for any unauthorized or negligent use of the Card.
- 10. Amendments:** This Agreement may be amended by the Company upon written notice to the Cardholder.

## Cardholder Acknowledgment and Signature:

By signing below, the Cardholder acknowledges receipt of the Company Credit Card and agrees to abide by the terms and conditions set forth in this Agreement. The Cardholder confirms understanding that misuse of the Card may result in revocation of privileges, disciplinary action, and personal liability.

**CARDHOLDER SIGNATURE**

**AUTHORIZED COMPANY REPRESENTATIVE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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