

# Region 10 PIHP

The use of PIHP credit cards is governed by Region 10's official Credit Card Usage Policy (04-02-03). By signing the following agreement, the individual named below (the "Cardholder") acknowledges that he or she has read and agrees to abide by that policy.

## Assurances of the Cardholder

1. I understand that I will be expected to use the Region 10 PIHP credit card issued to me as directed by my supervisor under the provisions of Region 10's official Credit Card Usage Policy.
2. I will not permit another person to use the PIHP credit card issued to me. Any and all purchases made with my card will be considered to have been made by me and will be my responsibility.
3. I will be responsible for the safekeeping of the PIHP credit card issued to me and, if lost, will report its loss immediately to my supervisor and the CFO.
4. I understand that my personal credit will not be affected by any use of a PIHP credit card.
5. I understand that in the event of termination of my employment with Region 10 PIHP, my final payroll check may be withheld pending the return of the PIHP credit card to my supervisor.
6. I understand that I am responsible to retain receipts for all purchases made with the Region 10 credit card issued to me, and that any missing receipts must be supported with a Receipt Exception Form, and approved by my supervisor.
7. I understand that the use of a PIHP credit card to purchase goods or services other than for official use of Region 10 is fraudulent use and is subject to disciplinary action and/or termination of employment as determined by the Chief Executive Officer. In addition, I understand that Region 10 may take criminal and/or civil legal action to recover losses incurred by such use.

I have read, understand, and agree to the conditions above:

\_\_\_\_\_  
Name of Cardholder (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Region 10 credit card number

\_\_\_\_\_  
Date issued to Cardholder

\_\_\_\_\_  
Date returned to Region 10

\_\_\_\_\_  
Acknowledged by