

South Central Kansas Economic Development District  
**Employee Credit Card Agreement**

It is agreed between SCKEDD and the employee named below that it is in the best interest of SCKEDD to issue a credit card bearing the referenced employee's name.

The employee below signs, and agrees, to the following:

1. Only expenses authorized by a Program Manager or the Executive Director may be charged to their credit card.
2. Employee is personally liable for any unauthorized transactions. Any and all unauthorized charges will result in a payroll deduction for the amount of the unauthorized charge(s). Unauthorized charges will also result in consequences which may include a written warning, revocation of credit card privileges, or termination.
3. It is the responsibility of the employee to provide a receipt for all transactions. Any transaction that does not have an accompanying receipt must be approved in writing by a Program Manager, or will be deemed unauthorized.
4. Employees are responsible for all charges made on their corporate credit card. This is true even if the employee provides another employee with their credit card number to make a purchase.
5. Employees must notify the Controller immediately, despite the day or time, when they suspect their corporate credit card is lost or stolen.
6. When an employee ends employment with SCKEDD, they are to turn in their corporate credit card on their last day of employment. SCKEDD will cancel the card at that time.

Signed:

\_\_\_\_\_  
SCKEDD Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

Credit Line Requested: \_\_\_\_\_

***Policy on Credit Line:*** For non-exempt employees, the fixed amount of the credit line cannot exceed the regular gross pay for that employee for one week. Temporary credit line increases may be allowed with the approval of the Executive Director. For exempt employees, the fixed amount of the credit line may exceed one week of regular gross pay with the approval of the Executive Director.