



Corporate Card Request / Agreement

This form is used to request, issue and receive back, a corporate credit Card for business related expenses.

SECTION A - Card Request

Part 1 - Employee Information

First Name	Last Name	Credit Limit
Larry	Carver	5000
Manager	Department	Location
Lisa Wolford	Business Development	DC
Type of Card		
<input type="checkbox"/> First National Visa		<input checked="" type="checkbox"/> American Express

Part 2 - Signature

My signature below acknowledges that I am requesting a corporate card for the above named employee.

Corporate Signature	<i>[Signature]</i>	Date	11.17.06
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SECTION B - Card Issuance

Part 3 - Employee Information

First Name	Last Name	Date Received
Larry Carver	Carver	12-11-06

Part 4 - Corporate Card Information

Card Number	Expiration Date
3732-713950-31020 CWJ 321	12/08

Part 5 - Signature

The employee listed above understands and agrees that the corporate credit card issued in their name is for business related expenses and, that they will retain all receipts and submit with their expense report to designated person upon return of said business travel.

By signing this document, the employee understands and agrees to the terms associated with this business credit card and that the purpose of this card is strictly for business related expenses and agrees that the card issued is for business purchases only and will not be used for any personal purchases. The card issued will be returned to CSSS.NET should this employee be terminated or suspended for any reason.

Employee Signature	<i>[Signature]</i>	Date	1-17-07
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SECTION C - Card Retrieval

Part 6 - Signature

My signature below acknowledges that I have returned the corporate credit card issued to me.

Employee Signature	Date
Corporate Signature	Date

SECTION D - Corporate Use

Date Received	Date Destroyed
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