

## 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  Larry  Carver  Sound  Manager  Department Lisa Wolford  Business Development  DC  Type of Card  First National Visa  American Express  Part 2 - Signature  My signature below acknowledges that I am requesting a copporate card for the above named employee.  Corporate Signature  SECTION B - Card Issuance  Part 3 - Employee Information  Card Number  Last Name  Last Name  Date Received  Larry  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  Date  SECTION C - Card Retrieval  Part 6 - Signature  Date  Date  SECTION D - Corporate Use		CECTION A Cord Borrios		
Larry   Carver   5000				
Larry Department Location  Lisa Wolford Business Development DC  Type of Card  First National Visa  Part 2 - Signature  My signature below acknowledges that I am requesting a comporate card for the above named employee.  Corporate Signature  Part 3 - Employee Information  First Name  Last Name  Part 4 - Corporate Card Information  Card Number  ST32 - 713750 - 31072  Part 5 - Signature  Part 5 - Signature  By signing this document, the employee 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  Date  SECTION C - Card Retrieval  Part 6 - Signature  Date  SECTION D - Corporate Use	Part 1 - Employee Imormation			
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My signature below acknowledges that I am requesting a corporate card for the above named employee.  Corporate Signature  SECTION B - Card Issuance  Part 3 - Employee Information  First Name  Last Name  Last Name  Part 4 - Corporate Card Information  Card Number  3130 - 713750 - 31079  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  My signature below acknowledges that I have returned the corporate credit card issued to me.  Employee Signature  SECTION D - Corporate Use	☐ First National Visa ☐ ☐ American Express			
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