

**TRUCKEE TAHOE AIRPORT DISTRICT
USER AGREEMENT FOR DISTRICT-ISSUED CREDIT CARD**

The following user agreement must be signed by all authorized employees of the Truckee Tahoe Airport District with access to a credit card.

I understand that the District has authorized my use of a district credit card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

- I will use the card issued to me only for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy District needs.
- I understand the purchases are limited to \$_____per transaction with a monthly limit of \$_____.
- I will not use the card to obtain cash advances.
- I understand that I am the only authorized card user.
- I will not use the card for personal use or for any other non-district purposes.
- I understand the card shall be used for only the types of merchants approved by the District per PI 303 and PI 306.
- I understand that all purchases shall be made in accordance with applicable purchasing and credit card procedures adopted by the Board of Directors.
- I understand that I will be responsible for the timely reconciliation of all credit card transactions charged to my card.
- I understand that I am responsible to provide appropriate documentation for credit card transactions charged to be card.
- I will surrender the card to the administrator in the event of my transfer within or separation from the District.
- I understand that any charges against the credit card that are not properly identified or not allowed by the District shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the administrator/business department or designee.
- I will immediately report any stolen or lost card to the Director of Finance and Administration.
- I will immediately report a stolen or lost card to the Bank at the following number:

I understand that any variance and/or violation of the above conditions will result in cancellation of my credit card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges.

All District credit cards are subject to examination by external auditors.

The District shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Name_____

Department_____

Credit Card # _____

Signature _____

Date _____