

MUNICIPAL CREDIT CARD POLICY ACKNOWLEDGMENT FORM

I acknowledge that I have received, read, and understand the Municipality's Credit Card Purchasing Policy. I understand that:

- The municipal credit card is to be used for official business purposes only.
- Timely submission of purchase orders (POs) and all required documentation is mandatory.
- Use of the credit card is a privilege, not a right.
- Failure to comply with the policy may result in progressive disciplinary action, including verbal warnings, written warnings placed in my personnel file, and revocation of credit card privileges.

I agree to comply fully with all requirements of the Municipal Credit Card Purchasing Policy and understand that I am personally responsible for proper use of the card and timely submission of all required documentation.

By signing below, I confirm my understanding of and agreement to this policy.

Employee Name (Print): _____

Employee Signature: _____

Department: _____

Title: _____

Date: _____

Notes: