

Church Sponsored Credit Card Agreement and Release

I, _____, Social Security Number _____, in consideration of <Church Name> arranging for a financial institution to issue a Visa credit card in my name, do hereby agree to the following terms and conditions.

1. The card will be used exclusively for business purposes. The Church reserves the right in its sole discretion to terminate the credit card at any time and any personal use will result in revocation of the card and will subject me to disciplinary action up to and including termination of employment.

2. I will exercise due caution in the use and security of my card. In the event my card is lost or stolen, I will immediately notify the issuing financial institution and <Church Name>. I understand that I will be issued a replacement card as soon as administratively possible and that this agreement and release applies to any replacement or reissued cards received by me.

3. I agree to submit to <Church Name> for approval all original receipts along with the billing statements for company card charges. I understand that payment for these charges is remitted by the Church, as guarantor thereof, directly to the issuing institution and that I will need to submit the original receipts for accounting records.

4. Upon termination of my employment from <Church Name>, I will return the card immediately and agree that prior to such termination, I will pay in full upon demand, all outstanding personal charges due, if any, on the credit card account. I further agree and understand that any unsettled outstanding personal charges will be deducted from my final pay.

Further, I hereby release <Church Name> from any and all liability from my misuse of the card, and agree and understand that the Church may recover from me any loss due to my misuse of, or unauthorized purchases with, the card including interest, service charges or attorney's fees and other legal fees necessary to do so.

Signature: _____

Title: _____

Date: _____