



# RECEIPT FOR COMPANY CREDIT CARD(S)

*This portion to be filled out by Accounts Payable.*

Employee First & Last Name	Date Property Given to Issuer:

Received	Card Description	Last Four of Card #	Pin Number
<input type="checkbox"/>	Bank of America Credit Card		
<input type="checkbox"/>	Home Depot Credit Card		
<input type="checkbox"/>	Fuel Card (JB Dewar Card or Ramos Oil Card)		

*This portion to be filled out by Card Holder.*

I, \_\_\_\_\_, hereby accept receipt of a MGE Underground Inc. credit card(s), which is a purchasing card, such as Bank of America, Home Depot, Gas Cards, etc., that will only be used to acquire materials, supplies, gas and/or authorized work-related purchases for MGE. I agree to comply with the following terms and conditions relating to my use of the card(s).

Card Holder's Name

- I agree to never use the credit card(s) for personal purchases or gain.
- I agree NOT to take cash advances on credit cards.
- I agree that as a designated cardholder, I cannot transfer use, assign use, or give access to use of my card to anyone.
- I agree to accept the responsibility and accountability for the protection and proper use of the card.
- I agree that any purchase over \$500.00 need prior management authorization.
- I agree to safeguard my credit card number and use secure web sites when ordering from the Internet for business related purposes.
- I agree to never purchase alcohol, tobacco, or any other unauthorized purchases.
- I certify that I have read the Credit Card Policy & Procedures and will abide by the policy.
- I agree that required supporting documents (including but not limited to; invoices, packing slips, credit card receipts, & merchant confirmation emails) will be given to the accounts payable department within 3 days of good and services purchased.
- I agree to never sign an agreement on behalf of MGE and will forward all such documents to the Controller for review.
- I agree never to use my credit card for personal entertainment and/or personal use, such as paying for non-work-related meal purchases, movie tickets, non-business lodging, etc.
- I agree that MGE will be entitled to reimbursement from me (if still employed, in the form of deduction through my payroll check) for any unauthorized credit card purchases.
- If I leave MGE, I agree to return the credit card(s) to the Controller, Manager, and/or HR before my departure date.
- I agree to surrender the credit card immediately upon request or upon termination of employment for any reason.
- I agree to report any lost, stolen, or damaged credit card(s) immediately.
- I understand and agree that unauthorized/improper use of this card may result in disciplinary action as well as personal liability for any improper/unauthorized purchases. MGE shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

By signing below I have agreed and accepted the terms listed above and acknowledged the receipt of company property also listed above.

Employee Signature:	Date: