

EMPLOYEE CREDIT CARD AGREEMENT

Company Name: _____ Employee Name: _____

Employee Information:

Full Name: _____

Employee ID Number: _____

Department: _____

Job Title: _____

Credit Card Details:

Card Type: _____

Card Number (Last 4 digits): _____

Credit Limit: _____ USD

Authorized Use: _____

Terms and Conditions:

- PURPOSE OF CARD:** The Company issues this credit card to the Employee solely for the purpose of business-related expenses incurred on behalf of the Company.
- RESPONSIBILITY:** Employee agrees to use the card in accordance with Company policies and applicable laws, and to submit itemized receipts and expense reports promptly.
- LIMITATIONS:** The Employee shall not use the card for personal expenses or transactions unrelated to Company business.
- LIABILITY:** Employee is responsible for all charges on the card and agrees to reimburse the Company for any unauthorized or improper charges.
- SECURITY:** Employee agrees to safeguard the card and notify the Company immediately if the card is lost, stolen, or misused.
- TERMINATION:** The Company may revoke or cancel card privileges at any time, with or without cause.
- AUDIT AND MONITORING:** All transactions are subject to audit and review by the Company. Employee agrees to cooperate fully with any investigations.
- RETURN OF CARD:** Upon termination of employment or upon request, Employee shall return the card to the Company immediately.
- GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of _____, United States of America.
- ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties concerning the subject matter herein and supersedes all prior understandings.
- AMENDMENTS:** Any amendments to this Agreement must be made in writing and signed by authorized representatives of both parties.
- INDEMNIFICATION:** Employee agrees to indemnify and hold harmless the Company from any claims, damages, or expenses arising from breach of this Agreement.

13. CONFIDENTIALITY: Employee shall not disclose any confidential information obtained through use of the card or during the term of employment.

14. DISPUTE RESOLUTION: Any disputes arising out of or related to this Agreement shall be resolved through arbitration in accordance with the rules of the American Arbitration Association.

15. SEVERABILITY: If any provision of this Agreement is held invalid, the remaining provisions shall remain in full force and effect.

16. ACKNOWLEDGEMENT: Employee acknowledges having read, understood, and agrees to comply with the terms of this Agreement.

EMPLOYEE SIGNATURE

AUTHORIZED COMPANY SIGNATURE

Signature: _____

Signature: _____

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