



## Exhibit B

### **ACKNOWLEDGEMENT OF CORPORATE CREDIT CARD AND PURCHASING POLICY**

I, the undersigned employee, acknowledge that I have received, read, and understand the contents of the City of Crest Hill Credit Card Policy and the related Purchasing Policies and Procedures. I agree to abide by all the terms and conditions set forth in these documents as a condition of my employment and continued use of the corporate card.

My signature below indicates that I agree to the following:

- The corporate credit card is city property and is to be used for authorized, legitimate city business expenses only.
- Personal use of the credit card is strictly prohibited. If a personal charge is accidentally made, I will immediately notify my supervisor and reimburse the company for the full amount.
- I am responsible for obtaining and submitting original, itemized receipts for all transactions in a timely manner as outlined in the policy manual.
- I will only allow any other individual to use my card per the Credit Card Policy.
- I agree to safeguard the card and report any loss or theft immediately to my supervisor and the finance department.
- I understand that all card transactions are subject to audit and review by the finance director and/or the city administrator.
- I understand that any violation of the purchasing policies and procedures or misuse of the credit card may result in disciplinary action, up to and including immediate termination of employment and personal financial liability for unauthorized charges.
- I agree to return the card immediately upon request or upon termination of my employment.



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I understand that it is my responsibility to seek clarification from the city administrator regarding any part of the policies that I do not understand.

**Employee Name (Printed)**

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**Employee Signature**

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**Date**

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**Credit Card Number (Last 4 digits)**

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