

## Washington and Lee University Employee Agreement for University Credit Card Use

I accept the Washington and Lee University Credit Card that is issued to me under the following conditions:

- ✓ I agree not to allow other employees or non-employees to use my university credit card or to use my ESP user account. \_\_\_\_\_ (*initial here*)
- ✓ I agree to retain receipts and document the university purpose for credit card purchases. Documentation will be completed on the ESP system by the 5<sup>th</sup> of the month for transactions in preceding month. \_\_\_\_\_ (*initial here*)
- ✓ If I do not maintain complete documentation for expenses related to credit card charges, or fail to document charges through the ESP system, I will lose the privilege to have a university credit card. I understand that undocumented transactions are taxable to me as income under federal regulations. \_\_\_\_\_ (*initial here*)
- ✓ I am aware that expenditures incurred on the University credit card are the liability of the institution. I agree to seek advice from a supervisor or the Business Office staff when questions arise as to appropriateness of credit card usage. \_\_\_\_\_ (*initial here*)
- ✓ I understand that my university credit card is designated for work-related expenditures and should not be used for personal expenditures. However, in the event that I were to incur any non-work related charges, the University is authorized to collect those amounts through payroll deduction. \_\_\_\_\_ (*initial here*)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name