



## Chase Mastercard – Employee & Contractor Agreement Acknowledgement Letter

A Chase Mastercard will be awarded to employees and valid independent contractors after a period of 90 consecutive days with Visit Mendocino County. Start Date: \_\_\_\_\_

Please read the terms stated below and sign:

I \_\_\_\_\_, hereby acknowledge the receipt of a Chase Mastercard “Credit Card”. I have verified the information contained thereon and attest to its accuracy.

I agree to use this credit card only for Visit Mendocino County business expenses incurred by me in accordance with Visit Mendocino County’s Travel & Purchase Policies.

I agree to maintain accurate receipts and records of all credit card activity. **The failure to provide proper documentation will result in such charge being billed directly to me as a personal expense.** It is my responsibility to keep my total charges under the credit limit established for my card. I also understand that unauthorized use of the credit card may result in disciplinary action, up to and including termination.

I agree to surrender the card immediately upon my retirement or termination of employment, or upon the request of the Visit Mendocino County’s Executive Director or Chair of the Board. I understand that use of the card after privileges have been withdrawn is prohibited and could result in immediate termination of employment.

If the card is lost or stolen, I will immediately notify Chase Bank by phone. I will confirm the telephone notification by contacting the Visit Mendocino County Executive Director and Office Coordinator. I understand that failure to promptly notify Chase Bank on the theft, loss or misplacement of the credit card and the subsequent fraudulent use of the credit card, may result in disciplinary action. I also understand that unauthorized use of this card may result in immediate disciplinary action.

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I have read, understand and agree to the terms and conditions as outlined above.

Name: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp./Sec Code: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*This signed document will be placed in your personnel file*