



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
CREDIT CARD HOLDER AGREEMENT**

The purpose of this agreement is to define the policy pertaining to the use of Rancho Santiago Community College District’s (District) credit card and describe each cardholder’s responsibility as a trusted representative.

The cardholders in the spirit of serving the District, are issued \_\_\_\_\_ for use when the Purchase Order process is not an option or when it is in the best interest of the District to use a credit card.

The following are conditions the cardholder shall agree and abide by:

I agree that the credit card is only to be used for legitimate business purposes.

I agree that the credit card shall never be used for personal purposes or to obtain cash advances, even if on behalf of the District.

The credit card shall be stored in the department under lock & key when not in use. I will exercise proper care with the credit card in handling the credit card while in my possession and ensure that the account number/information will remain confidential.

The immediate supervisor agrees to review each charge on the monthly credit card statement for propriety and to submit all supporting documents to the Accounts Payable Department, for review, in a timely manner in order to allow for the District’s payment of the balance by the stated due date.

I understand that the District will receive the credit card statements and may audit the use of the credit card.

I agree if I misplace or lose the credit card or if the credit card number is compromised, I will notify my immediate supervisor as soon as it is discovered.

I acknowledge that violating this agreement may lead to revocation of the District credit card and could subject me to disciplinary action up to and including termination.

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Site/ Department	Card Number
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Card Holder’s Name	Signature	Date
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Immediate Supervisor’s Name	Signature	Date
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Please return the ORIGINAL copy of this form to the Purchasing Department, District Office – Room 109.