



Umpqua Community College  
Business Credit Card Usage Agreement Form  
Board Policy 601 & Administrative Procedure 601.1

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

Banner ID: \_\_\_\_\_

Credit Card Acct Ending in: XXXX-XXXX-XXXX- Budget Code(s): \_\_\_\_\_

Please read and initial the following statements prior to activating your card.

Initials

- \_\_\_\_\_ 1. I have read and understand Board Policy 601 Purchasing Policy and Administrative Procedure 601.1 Credit Card Issuance and Use.
- \_\_\_\_\_ 2. This card will be used for Umpqua Community College business only.
- \_\_\_\_\_ 3. Charges on this card will not exceed budget authority or remaining balance.
- \_\_\_\_\_ 4. This card will not be used for personal use.
- \_\_\_\_\_ 5. This card will not be used to withdraw cash.
- \_\_\_\_\_ 6. This card will not be used to purchase alcohol, tobacco, or any other controlled substance.
- \_\_\_\_\_ 7. Prior approval is needed for expenses according to college purchasing procedures.
- \_\_\_\_\_ 8. Reconciliation paperwork will be done on a monthly basis according to Administrative Procedure 601.1.
- \_\_\_\_\_ 9. Abuse of this card may result in personal restitution.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only		
Prior Card Returned: Yes / No	Initials:	Date: