

## Receipt for Company Credit Card

I hereby acknowledge receipt of the following company credit card. I understand that it is my responsibility to protect this card and immediately report the theft or loss of this card. I also understand that this card is to be used *only for company related purchases* and that use of the card for any other purpose is not authorized and may result in administrative action up to and including termination of employment and referral to law enforcement for prosecution.

### CARD IDENTIFICATION

Card Type \_\_\_\_\_

Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVC/CVV Nr. \_\_\_\_\_

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

\_\_\_\_\_  
Date