



Department of Administrative Services

Corporate Travel Card Agreement

Employee Name: _____

Agency Name: _____ Agency No. _____

For the purposes of this document, the State of Oregon Corporate Credit Card and the State of Oregon Corporate Travel Charge Card are the same.

Use of the State of Oregon Corporate Credit card is authorized only for travel related expenses while on Official State business and is strictly prohibited for all other purposes. The Corporate Credit card shall not be for personal usage; this action will be considered abuse of the card. Abuse of the Corporate Credit Card privilege or disregard for the agreement guidelines may result in personal liability and is grounds for disciplinary action, up to and including dismissal.

The employee agrees to the release of their Social Security Number to the Corporate Card Provider and agrees to allow for a credit check on the employees personal credit history by the Corporate Card Provider. Employee understands the Corporate Card Provider may adjust the credit limit on their card as needed.

The employee is responsible for promptly paying all charges and ATM cash withdrawals they incur while using this card. All transaction fees for ATM uses are reimbursable. Balances on the card are to be paid in full on or before the due date. This is a personal liability credit card; any payment delinquencies will affect your personal credit rating. The cardholder is personally responsible for all charges and fees incurred on this card. Late fees are the responsibility of the cardholder. The Financial Services Branch or accounting office for your agency receives monthly reports describing how the card was used and any outstanding balance due.

If the card is misused, abused, or if balances remain unpaid and fall past due, the Agency, Department of Administrative Services or the Corporate Credit Card provider have the authority and reserve the right to revoke credit card privileges and cancel the card. The card is to be surrendered upon request. Employees' wages may be subject to a payroll deduction to pay outstanding and/or past due balances on their card.

Upon termination of employment or transfer to another State agency, employees are required to surrender their card to their manager who will send the card to the Financial Services Branch or accounting office.

Surrendered or revoked credit cards will be cancelled and the employee will be ineligible for restoration of credit card purchasing privileges with the exception of employees transferring to another agency. Transferring employees will need to apply for a State of Oregon, Corporate Travel Credit card with their new agency.

I have read, understand and agree to the use of the State of Oregon Corporate Credit Card and The Oregon Accounting Manual Number 40.20.00.PO on Travel Advances and Corporate Travel Charge Card Program.

Employee Signature: _____ Date: _____

Date of Card Issue: _____ Issued by: _____
(Managers/Authorizers Approval Signature)