MOODY
GLOBAL MINISTRIES™

VISA CREDIT CARD PROGRAM
CARDHOLDER AGREEMENT

Moody Global Ministries is pleased to present you with this credit card to be used for official Moody business purposes only. It represents Moody's trust in you as a designated, responsible agent entrusted with safeguarding and protecting Moody's assets.

⇒   I hereby acknowledge that I have read and will comply with all terms and conditions of this agreement, including the Credit Card Program Guidelines and Travel & Entertainment Guidelines, as applicable. I also understand that Moody is liable to JP Morgan Chase for all Moody charges; and I further understand I am personally liable for any unauthorized charges.

⇒   I agree to use this card for Moody-approved purposes only and agree not to charge personal purchases. I understand that Moody will audit the use of this card and report any discrepancies. I also understand disclosing my card number to any other individual may compromise the security of my account.

⇒   I further acknowledge that improper use of this card or misuse of Moody's tax-exempt status may result in disciplinary action, up to and including termination of my employment, and will allow Moody Global Ministries to use all lawful means to collect any and all amounts from unauthorized purchases.

⇒   I realize that Moody may terminate my right to use this card at any time for any reason, including failure to reconcile timely or keep proper backup records. I agree to return the card to Moody immediately upon departmental transfer or termination of employment.

⇒   I have been notified of, and understand, my monthly limit and will keep that information confidential. I understand I am responsible to purchase within my approved budget guidelines and allocated dollars. I also understand that a copy of this signed agreement will be kept in my personnel file in Human Resources.

Department: _____

Print Name: _____ **Phone**: _____

Signature: _____ **Date:** _____