



CREDIT CARD ACKNOWLEDGMENT

The undersigned employee has been granted access to the company credit card(s) listed below, with certain limitations. Cards are only to be used to fuel the assigned vehicle during normal hours of operation. Any other charges occurred without prior approval by a supervisor will be the financial responsibility of the employee making the purchase and will be considered fraudulent. Any fraudulent charges will be followed abruptly by termination of employment, legal action and a deduction of the charges from the employee's final paycheck. All credit cards bearing an employee name are to be returned to Line Finders, LLC on the last day of employment.

Receipts must be signed and turned in to **receipts@linefinders.com** by the end of each work day! For fuel receipts, the unit number and mileage must be written on the receipt! All other receipts must have a description of the items purchased and the unit number they pertain to. Receipts not received at the e-mail address listed above will ultimately be deemed unauthorized purchases and deducted from the employee's paycheck.

Employee is Hereby Given Access to the Following Cards:

By signing below, I, _____, hereby accept the above rules and the responsibility to carry the assigned card(s) and will notify my supervisor immediately if the card(s) are damaged, misplaced or stolen. I also acknowledge the requirements for turning in receipts and penalties for not following those requirements listed above.

Date Cards Issued

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE