

CREDIT CARD ACCEPTANCE AND ACKNOWLEDGEMENT FORM

I, _____, acknowledge receipt of a Touchstone Services, Inc. agency credit card. I understand and agree that this card is to be used only for agency purchases. I further understand that I am responsible to keep this card in a safe and secure manner. In the unlikely event that the card is lost or stolen, I understand it is my responsibility to immediately report this to the credit card company and then my supervisor.

The credit card emergency contact number is: (800) 346-5538.
From outside the U.S., call collect (480) 350-7099.

I understand that upon termination of my employment, I must turn the credit card into my immediate supervisor.

I further understand that any abuse of the credit card (unauthorized purchases not for agency use) may result in disciplinary action up to and including termination as well as legal action.

Employee Signature

Date