CREDIT CARD USE AUTHORIZATION FORM

I, _____, _____, hereby acknowledge receipt of
(Name) (Position)

an Alberta Treasury Branch Purchasing Card (the "Credit Card"). I acknowledge that the

Credit Card, in the name _____, numbered _____, has been

issued to me by the Municipal District of Greenview No.16 to make purchases in accordance

with the Municipal District of Greenview No. 16 Credit Card Policy (the "Credit Card Policy").

I fully understand and agree that:

1. I understand the Credit Card is for Municipal District of Greenview-approved purchases only, and I agree not to charge purchases outside of the parameters described in the Credit Card Policy.

2. Improper use of this Credit Card can be considered misappropriation of Municipal District of Greenview funds which, in the case of a Greenview employee, can result in disciplinary action, up to and including termination of employment.

3. I agree to surrender the Credit Card immediately upon severance of employment or upon ceasing to be a member of Greenview Council, as the case may be.

4. The Credit Card is issued in my name and I am considered responsible for any and all charges against the credit card.

5. I will provide receipts for each purchase made on the Credit Card to the Finance Coordinator, Accounts Payable on a timely basis in accordance with the provisions of the Credit Card policy and procedure.

6. I am required to reimburse the Municipal District of Greenview and am indebted to the Municipal District of Greenview for the full amount of any unauthorized purchases made on the credit card.

7. If I do not comply with the Credit Card policy and procedure, or for any other reason, the Municipal District of Greenview may demand the return of the Credit Card and I agree that I will return the credit card immediately upon request.

By signing below, I, the credit cardholder, am confirming that I have read, understand and agree with the above.

_____ _____

Date Signature of Credit Card Holder

_____

Print Name