

Lakeland Runners Club Inc. Cardholder Agreement

I, _____, hereby acknowledge receipt of Visa Credit Card No. XXXX -XXXX - XXXX - _____, issued by MidFlorida Community Credit Union.

I understand that improper use of this card may result in removal from the Board and/or assigned roles, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement.

I acknowledge receipt of this agreement and confirm that I understand the terms and conditions. As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I understand that purchases made with this card are to have prior approval of the board or are necessary for the performance of my board-assigned role. Any and all purchases greater than the role limits defined in this agreement must have approval prior to the purchase being made. I will return the card to the Treasurer upon demand. I understand that the card is not to be used for personal purchases and that I must provide a receipt for every purchase to the Treasurer within 7 days of any purchase.

Signature _____ Date _____ (Cardholder)

Signature _____ Date _____ (Treasurer)

Accounting Department use only: Date _____ Amount approved \$ _____

SPENDING LIMITS

(Check applicable and initial)

		<u>Pre-approved</u>	<u>Executive Committee Approval</u>	<u>Board Approval</u>
<input type="checkbox"/>	Standard User	\$100	\$250	Greater than \$250
<input type="checkbox"/>	Officers	\$250	\$500	Greater than \$500
<input type="checkbox"/>	President	\$500	\$1,000	Greater than \$1,000