



GRIFFIN CENTRE CORPORATE CREDIT CARD POLICY ACKNOWLEDGMENT

I, _____, hereby acknowledge that I have received a corporate credit card in relation to my job responsibilities and duties. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or termination of my employment for cause.

I further acknowledge that use of a corporate credit card for personal purposes is considered to be in violation of this policy and is immediate grounds for termination of employment with cause. I agree that the amount of such purchases is an advance of future wages payable to me, that the Griffin Centre may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Centre may deduct the balance of the wages from my future paychecks or other amounts owing to me until the amount is repaid in full. Such deductions may take my pay below minimum wage for the workweek(s) in question. I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions or other mutually agreed upon methods until the unauthorized amounts are fully repaid.

Signature of Employee

Date

Printed Name

Signature of Centre Representative

Date

Printed Name