

CREDIT CARD – VISA

Acceptance and Authorization
To
Carry a FMHSI VISA Card

I, _____, hereby agree to the following policy regarding Fort Mill Housing Services, Inc. VISA Credit Card:

- The card is to be used only for FMHSI purchases, or a property managed by FMHSI;
- The card is to be used only if FMHSI does not have an account with the participating vendor;
- The card is NEVER to be used for any personal purchase of any kind for any reason;
- The card will be kept in my possession at all times and will not be given to any other employee to use for FMHSI purchase without prior written consent from the Executive Director;
- For any purchase over \$1000.00, an approved purchase order will be completed prior to the purchase:

I understand that should I abuse this policy in any way that it can mean lost of the privilege to carry the VISA card and depending on the severity of the abuse, can result in termination of my employment with the Housing Authority of Fort Mill, as an agreed upon relationship with FMHSI.

Signed this _____ day of _____, 20_____.
