

(Revised June 2007)



## Acknowledgment of Responsibilities of American Express Corporate Cardholders

In signing this statement and taking possession of the Rollins College American Express Corporate Card, I hereby acknowledge the following:

- Cash Advances may only be taken if the employee has supervisory approval for the advance. Advances are to be only used for College related travel away from the campus.
- The Cardholder is responsible for paying the entire balance in full each month.
- The Corporate Card has been issued for my benefit while traveling for business related to Rollins College. Personal expenditures on the card are prohibited.
- The Cardholder is responsible for contacting American Express directly for problems they might encounter while using the card, ie. disputing charges, wrongful denials, payment processing, etc.
- Should American Express deem it necessary to revoke an individuals card for non-payment or other irresponsible cardholder activity, that individual will not be entitled to Cash Advances and/or prepayment of travel items by Rollins College.
- The Cardholder will return the card to Rollins College upon termination of employment. Any balance outstanding is expected to be cleared at least three business days before termination date. Any unpaid balance after this time will de deducted from final pay. The Finance Department will provide any assistance needed in determining balance status.
- Rollins College will not be involved in collection matters or settling disputes between the Cardholder and American Express. Rollins College will, however, receive notices on delinquent accounts. Delinquent account notices will be forwarded to the supervisor of the Cardholder.

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Signature

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Printed Name

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Date Signed

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