

OFFICE OF THE SECRETARY (OS)
INTEGRATED CHARGE CARD PROGRAM
CARDHOLDER'S AGREEMENT

As an OS Government Charge Cardholder, I agree to do the following:

- Use the charge card only for authorized official government business.
- Review my government bank statement each month, verify charges, maintain and annotate accurate and complete records supporting each charge card transaction, include original receipts and any required approvals or justifications, promptly identify errors and discrepancies to immediately initiate disputes and transfer transactions. (Disputes and transfer transactions must be requested within 90 days of the initial transaction date.)
- Contact the merchant first for any discrepancies resulting from the merchant applying the wrong price, quantity, or if a credit was not received on my next statement.
- Not allow anyone else to use my card, convenience checks, account number, PIN, or other sensitive information related to the charge card; charge cards are *not* transferable.
- Make all payments to the bank for the entire amount due by the due date on my statement unless a transaction(s) should be disputed or transferred.
- Ensure all bank statements and supporting documentations are centrally filed for three years after the statement date even if I am no longer an OS employee.
- Sign and date my bank statement in less than 30 days and submit it to my approving official for signature in ample time to meet the 30 calendar day deadline.

PURCHASE BUSINESS LINE – *Applies only if your supervisor/approving official authorized the purchase business line on your charge card.*

- Not exceed the single purchase limit of \$3,000 for supplies; \$2,500 for services; and \$2,000 for construction.
- Not make ATM withdrawals for any government purchases. All ATM withdrawals will only be used if I have travel authority and on official government travel that is 50 or more miles from my official duty station or residence.

TRAVEL BUSINESS LINE – *Applies if your supervisor/approving official authorized the travel business line on your charge card.*

- Not exceed the total per diem allowed while in travel status when making ATM withdrawals.
- Not wait to be reimbursed from the travel voucher if payment becomes due.
- Not use my charge card to pay for local travel that is less than 50 miles from my official duty station or residence.
- Not use my charge card to pay for hotel expenses other than lodging. (*food at hotel restaurant, room service, movies, spas, etc. are not allowed*)
- Not charge travel accommodation or expenses for other travelers unless performing relocation travel.

By signing this, I agree that I will adhere to the aforementioned items.

Cardholder's Name (*Please Print*)

Cardholder's Signature

Date