



**Pacific Crest Youth Arts Organization  
Credit Card Holder Account Use Agreement**

**Name of Employee:** \_\_\_\_\_

**Title:** \_\_\_\_\_

As a representative of Pacific Crest Youth Arts Organization, I have been issued a credit card account that bears no interest and has a credit limit of \_\_\_\_\_.

I have been provided a copy of the Pacific Crest Youth Arts Organization Credit Card Policy, and hereby agree to comply with all terms and conditions set forth therein, including but not limited to:

As a condition of the issuance of this account and the granting of such special terms, I agree that I will use this account only for bona fide, acceptable business purposes related to Pacific Crest Youth Arts Organization and that I will not use this account for personal purposes.

I understand that I must submit receipts and all supporting documentation for all charges within 3 days of a request from the Executive Director or Treasurer.

I understand that I must notify the issuing bank immediately of any disputed charges or of a lost or stolen card.

I further agree to immediately return the card to Pacific Crest Youth Arts Organization upon the request of their Board of Directors, the Executive Director, retirement, or termination of my employment, for whatever reason.

I also understand that failure to abide by the corporate credit card policy can result in disciplinary action or termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail this completed form to:  
Pacific Crest  
21231 Fountain Springs Rd  
Diamond Bar, CA 91765

Or scan and email it to [byoder@pacific-crest.org](mailto:byoder@pacific-crest.org)