**A CLEAR PATH CREDIT CARD USE AGREEMENT**

The A Clear Path, LLC credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card, or for personal expenses. Misuses of the card will result in cancellation of the card and withdrawal of credit card privileges and any such misuse will result in cancellation of this Card and may further result in disciplinary action up to and including termination of my employment. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed.

Each card will be limited to a maximum of $1,000. Increases to the established maximum may be made on a case-by-case basis by the company owner, Regina Lark. A Clear Path, LLC credit card expenditures must be reconciled and submitted with original receipts to Regina Lark & Mary Pegler within 3 business days of the purchase via email or text. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within the 3 days of purchase, the employee's Clear Path credit card will be cancelled. Lost or stolen cards must be reported **immediately** to Regina Lark.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am applying for A Clear Path Credit card.

I understand and agree that:

* I bear ultimate responsibility for the card.
* I will not use the Clear Path credit card to withdraw cash.
* I will not use the Clear Path credit card for personal expenses and will use it only for official business on behalf of the company.
* If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
* If the Clear Path credit card is lost or stolen, I will report it **immediately** to Regina Lark.
* If I resign from the company, I will return the card with a final reconciliation of all expenditures prior to departure.

Employee Signature: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regina Lark’s Signature (ACP Owner):  Date: Wednesday, October 21, 2020