

## USER AGREEMENT FOR C&I LEASING PLC-ISSUED CREDIT CARD

The following user agreement must be signed by all authorized employees of C&I LEASING PLC with access to a credit card.

I understand that C&I LEASING PLC has authorized my use of a C&I LEASING PLC credit card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

- I will use the card issued to me only for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy my department needs as approved.
- I understand the purchases are limited to \$ \_\_\_\_\_ per transaction with a limit of \$ \_\_\_\_\_.
- I will not use the card to obtain cash advances.
- I understand that I am the only authorized card user.
- I understand the card shall be used for only the types of merchants approved by C&I LEASING PLC. Or her designate.
- I understand that all purchases shall be made in accordance with applicable purchasing and credit card procedures within the country visited.
- I understand that I will be responsible for the timely reconciliation of all credit card transactions charged to the card issued to me (with valid receipts).
- I understand that I am responsible to provide appropriate documentation for credit card transactions charged to be card.
- I will surrender the card (with accompanying receipts) to C&I LEASING PLC in the event of my return
- I understand that any charges against the credit card that are not properly identified or not allowed by the C&I LEASING PLC shall be paid by me by cheque, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the administrator/business department or designee.
- I will immediately report any stolen or lost card to the business office at C&I LEASING PLC

Please identify card as a \_\_\_(Visa, Mastercard, etc.)\_\_\_

I understand that any variance and/or violation of the above conditions will result in cancellation of the credit card assigned to me. Misuse of the card will result in disciplinary action and/or personal liability for unapproved charges. I am solely responsible for the credit card assigned to me within the duration of my trip abroad. Credit card will be returned to a C&I designate within three (3) days of my return from any official trip.

C&I LEASING PLC shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

**I HAVE READ, AND I UNDERSTAND THAT ABOVE CONDITIONS ARE BINDING TO ME AS A USER.**

Name IKESEMBA CHUKWUNO SO

Designation Planning Analyst

Phone # 08039943527

Credit Card # \_\_\_\_\_

Signature [Signature]

Date 18/10/2018