



INTEROFFICE MEMO

Gary Grief, Executive Director

Philip D. Sanderson, Charitable Bingo Operations Director

I agree that use of the Citibank individual corporate card, referred to as "the Card" will be governed by the following:

I understand the Card is to be used for State of Texas business travel charges only and is not for personal use. Use of the Card for charges other than official state business is a direct violation of the State's contract with Citibank, Ethics Commission Advisory Opinion No. 147 and the State Travel Management Program's rule [1 TAC § 125.8] and therefore, a misapplication of the state-issued card. Further, I understand that any misuse will result in cancellation of the Card and will be subject to disciplinary action up to and including termination of employment.

I will be responsible for all charges resulting from use of the Card and understand that I am required to pay the account in a timely manner. Further, I understand that if my account becomes 60 days delinquent, the issuing state agency will cancel the card. An account is considered delinquent if payment is 60 days past due. A delinquency charge of 2.5% of the outstanding balance is applied if payment is not received by day 60. One occurrence of "bad check/insufficient funds" results in account cancellation/closure. Cancellation of the Card, for any reason, does not relieve me of the responsibility for payment of the charges and delinquency assessments.

I understand that once I receive the Card, I am eligible for travel advances if the establishments at the business destination do not accept the corporate charge card. Further, I understand that if my Card is suspended or cancelled for misuse or non-payment, I will not be eligible for travel advances for the duration of my employment at this agency.

I understand that if an emergency situation (i.e. lost luggage, automobile repair for personal vehicle) relating to the business of the state agency, while away from designated headquarters requires the use of the Card, I must immediately notify my supervisor or the agency's credit card program administrator and provide an explanation of the situation.

I understand that the issuing state agency may request a copy of my corporate card statement and receipts to verify card usage at any time.

I understand that my direct supervisor, Division Director, and the Executive Director will be notified in writing of any apparent misuse or delinquency on my individual corporate card account. I also understand that any proven misuse of the Card will be reflected in my next scheduled performance review or be placed as a permanent notation in my personnel file with this state agency.

I understand that this signed agreement becomes legally binding and will become part of my personnel file with this state agency.

I understand the above stated policies, regulations, and penalties for using a State of Texas individual corporate travel charge card and agree to abide by them.

Gary Grief 9/9/11
Cardholder's Signature Date

GARY GRIEF
Printed Name of Cardholder

Supervisor's Signature Date

Division Director's Signature Date