

**Operational Services**

**Exhibit - Cardholder's Statement Affirming Familiarity with Requirements for Using KCSEC Credit and/or Procurement Cards**

\_\_\_\_\_  
Cardholder's name

\_\_\_\_\_  
Cardholder's address

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of individual who authorized issuance of card.

I affirm that I am familiar with the Board's policy on using credit and procurement cards, that I understand my responsibilities regarding use of such cards, and that I agree to adhere to all requirements regarding such cards. I understand that being issued a Cooperative credit card is a privilege that may be revoked at any time by the Board, the Director or designee. Further, I agree to keep and protect the card to the best of my ability, report promptly any loss or theft of the card, return the card immediately upon demand, and pay, personally, all charges, fees, late charges and penalties that are determined by the Cooperative not to be Cooperative expenses.

\_\_\_\_\_  
Cardholder's signature

\_\_\_\_\_  
Date

-----  
I provided a copy of this Statement along with a copy of the Board policy 4:55, *Use of Credit and Procurement Cards*, to the cardholder who signed this statement.

\_\_\_\_\_  
Office personnel

\_\_\_\_\_  
Date

DATED:           September 8, 2010