

WOLF PROMOTIONS INC CREDIT CARD AGREEMENT FOR VENDORS 2023

Your participation in the credit card program is a convenience that carries responsibilities. Although this card is issued in your name, it is Wolf Promotions Inc property and must be used with good judgment. **By signing this agreement, you acknowledge that you understand and will comply with all of the Wolf Promotions guidelines, as listed below**

I, as an authorized and approved cardholder, have a full understanding and agree to the following terms and conditions regarding the use and safekeeping of the credit care entrusted to me.

1. I accept full personal responsibility for the safe keep of the credit card assigned to me, and that absolutely on one, other than me, is permitted to use the credit card assigned to me. All charges download as a 'receivable' and therefore are only associated directly to the cardholder.
2. I will be making a financial commitment on behalf of Wolf Promotions Inc and have permission to make purchases strictly for approved event supplies & product, and when approved parking.
3. I will submit all printed receipts to email susanspina@wolfpromotionsinc.com or text 224-629-3454 the day of any purchase. A clear photo with itemized purchase is required.
4. When I use my credit card, I understand that these purchases will result in a "receivable" against me and I am responsible for repayment of any of these charges deemed not allowable, per Wolf Promotions Inc. I further understand that any unallowable among must be repaid to Wolf Promotions Inc. before the next payment period.
5. In the event I fail to repay any non-allowable amount, Wolf Promotions Inc is authorized to withhold the full amount from any payment(s) due to me from Wolf Promotions Inc., including expenses, contracted payments. I understand that failure to follow these provisions will result in cancellation of the card.
6. I will immediately report the theft or loss of my credit card to susanspina@wolfpromotionsinc.com **AND text 224-629-3454**
7. I understand that I cannot use the credit card as a financial reference to obtain personal credit cards or loans.
8. I understand that I am personally responsible for obtaining ALL original detailed receipts (purchase and credit documents) and submitting them in accordance with Wolf Promotions Inc credit card procedures.
9. I understand that any purchases made by me will be recorded and reviewed in management reports, to ensure compliance with credit card guidelines.
10. I understand that failure to follow any of the above listed term and conditions or if found to have misused the credit card in any manner may result in:
 - Revocation of the privilege to use the credit card
 - Disciplinary action
 - Termination of employment, and.or criminal charges being filed with the appropriate authority.

11.I agree to surrender the credit card immediately upon request or upon termination of employment for any reason.

I, _____ hereby accept the above terms and conditions and acknowledge receipt of the Credit card.

Date

Contractor Signature

Contractor email address