



By accepting the Toastmasters International district credit card, you acknowledge that you have read, understood, and expressly consent to the following terms and conditions.

Use

The district credit card may only be used for official business of your Toastmasters International district. You shall obtain written approval, in accordance with policy, before you may use the district credit card to make purchases or pay expenses.

The credit card may only be used for the duration of your district officer term. Any and all credit card expenses must be paid before the expiration of your term. You are not authorized to use the card after June 30th.

Authorized Activity & Individuals

Only the officer named as the cardholder shall be permitted to use the district credit card. The cardholder shall not permit, or authorize, any other individual to use or take possession of the district credit card. You shall be held liable for any and all credit card activity not approved by Toastmasters International.

Use of the credit card for personal expenditures is expressly prohibited. You expressly agree that you shall not commingle your personal expenses with district expenses.

Lost/Stolen Card, Fraudulent Activity & Misuse

If the district credit card is lost or stolen, you shall immediately report such incidents to Bank of America. You shall immediately report any fraudulent, or suspected fraudulent, activity to Bank of America.

Any misuse, or suspected misuse, of the district credit card may result in the district card being frozen or deactivated. Furthermore, any violation, or suspected violation, of these terms and conditions or Toastmasters International's Bylaws, Policy & Protocol, or District Administrative Bylaws may result in the district credit card being frozen or deactivated.

Termination

You must cease all use of the district credit card by the end of your district officer term on June 30th. At the end of the term, you are required to destroy the credit card. Additionally, Toastmasters International will deactivate the credit card by June 30th. If you are a continuing officer through to the next term, you are not required to destroy your card.

Funds

Toastmasters International owns the funds being used for the district credit card as it is tied to your district's reserve account. Each time the credit card is used, a corresponding amount shall be deducted from your district reserve account.

Reservation of Rights

Toastmasters International reserves the right to freeze or deactivate any district credit card for any purpose. Any rights not expressly granted to the cardholder are expressly reserved by Toastmasters International.

District Officer Name: _____

District Officer Signature: _____ Date: _____