**AHS B.C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PREPAID CASH CARD AGREEMENT**

**Congratulations!** You have been granted the privilege of having an AHS B.C. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**prepaid cash card. Your participation in the prepaid cash card program is a convenience that carries responsibilities along with it. Although this card is issued to you personally, it is AHS B.C. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**property and must be used with good judgment. **By signing this agreement, you acknowledge that you understand and will comply with all of the guidelines, as listed below.**

I, as an authorized and approved cardholder have been trained and fully understand and agree to the following terms and conditions regarding the use and safekeeping of the prepaid cash card entrusted to me:

1. I accept full personal responsibility for the safekeeping of the prepaid cash card assigned to me, and that absolutely no one, other than me, is permitted to use the prepaid cash card assigned to me. All charges download as a 'receivable' and therefore are ONLY associated directly to the cardholder.
2. I will be making financial purchases on behalf of the AHS B.C. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**and will obtain fair and reasonable prices on greens’ fees, balls, t’s, range balls and meals associated with travel to matches.
3. I will submit my Expense Report to the AHS B.C. monthly, showing expenses incurred with all required receipts attached.
4. When I use my prepaid cash card, I understand that these purchases will result in a "receivable" charged to our club and I am responsible for repayment of any of these charges deemed not allowable, by our club, when Expense Report are submitted to the AHS B.C. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. I further understand that any unallowable amount must be repaid to the AHS B.C. Boys Golf Team within 10 days after the Expense Report has been filed.
5. In the event that I fail to repay any non-allowable amount, the AHS B.C. or club board, is authorized to take any action necessary towards me to recover the funds. I understand that failure to follow these provisions more than once within any 12 month period will result in suspension of my prepaid cash card privileges.
6. I will not use the prepaid cash card for non-AHS B.C. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**related expenses, unauthorized purchases, or for personal purchases.
7. I will immediately report the theft or loss of my prepaid cash card to the Booster Club President: Mike Carlton at (425) 770-1302.
8. I understand that I cannot use the prepaid cash card as a financial reference to obtain personal prepaid cash cards or loans.
9. I understand that I am personally responsible for obtaining ALL original detailed receipts and submitting them to the AHS Booster Club attached to the monthly Expense Report.
10. I understand that any purchases made by me will be recorded and reviewed to insure compliance with prepaid cash card guidelines.
11. I understand that failure to follow any of the above listed terms & conditions or if found to have misused the prepaid cash card in any manner may result in:
    1. Revocation of the privilege to use the prepaid cash card
    2. Criminal charges being filed with the appropriate authority.
12. I agree to surrender the prepaid cash card immediately upon request or upon the termination/conclusion of the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

I, hereby accept the above terms and conditions and acknowledge receipt of the prepaid cash card.

Date Club Advisor

Address

Email address