

The City of
HARDIN

Montana

City Credit Card User Agreement – *Exhibit B*

CITY OF HARDIN CREDIT CARD USER AGREEMENT

Your signature below verifies that you have read and understand the City of Hardin Credit Card Program guidelines listed below and agree to comply with them.

- 1) I understand the City Credit Card is intended to facilitate the purchase of business-related goods and services for the conduct of City business and is not for my personal use.
- 2) I understand that my card may be revoked at any time based on change of assignment or location and that use of this card is not an entitlement nor reflective of title or position.
- 3) I understand that if I am issued a card with my name specifically, I am the individual responsible for all charges made against the card, even if I did not make a specific purchase.
- 4) I understand that improper use of the card can be considered misappropriation of City funds, which may result in disciplinary action, up to and including termination.
- 5) I understand that all charges billed directly to and paid directly by the City of Hardin and any personal charges on the card could be considered misappropriation of funds since First Interstate Bank cannot accept any payment from me directly.
- 6) I understand that I will be required to provide detailed receipts, to reconcile monthly statements and to comply with internal control procedures designed to protect the City's assets. This may include being asked to produce the credit card to verify its existence and providing assistance in an audit review of its use.
- 7) I understand that I am responsible for resolving any discrepancies that may occur by contacting the vendor and/ or First Interstate Bank directly.
- 8) I will safeguard use of the issued credit card and use appropriate security whenever and wherever I use the card. If my card is lost or stolen, I agree to immediately notify First Interstate Bank as well as the City Credit Card Administrator.
- 9) I understand that the Mastercard is the property of the City of Hardin and it must be surrendered upon termination of employment or demand or surrender by the City Credit Card Administrator and/ or the Mayor. At that point, no further use of the account will be authorized.

I hereby acknowledge receipt of the City Credit Card (ending in last 4 digits) _____

As a Corporate Cardholder, I agree to comply with the terms and conditions of the agreement, including the City of Hardin's City Credit Card Program.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

Card Holder: _____

Date: _____

Signature: _____

EXHIBIT C

First Interstate Bank Web Portal (EzCard)

- Log onto: <https://ezcardinfo.com>
- Click the enroll now button
- Enter your credit card number and click begin enrollment to continue following the prompts and set up your ezcard portal account.

- To Review Transactions:
 - Transaction appear on the front page of each cardholder's portal page
 - To view the full transaction history navigate to the bottom of the shown transactions and click "Go to Full Transaction History".

- To Review/ Print Statements
 - Click on statements tab at the top of the main page and navigate to view statements
 - Click View Statement PDFs (a new web page tab will open)
 - Under Documents click on Statements
 - All Statements will appear, click on the desired statement to open
 - From here the statement can be printed or downloaded to a desktop