

Bridge House/Grace House Gas Card Use Agreement

Bridge House Corporation allows use of a gas card to select employees who utilize company owned vehicles.

- A. The CEO shall approve the list of those designated employees with use of the cards.
- B. Employees to whom cards are loaned shall be responsible for the use and custody of the card at all times it is in their possession.
- C. All cards shall only be used for the purchase of gas related to the use of an official Bridge House/Grace House vehicle.
- D. The employee must provide a receipt for all transactions used with the gas card.
- E. The employee shall immediately notify the CFO if the card is lost or stolen.
- F. Employees to whom cards are issued shall immediately surrender the card upon resignation or termination of employment, or as requested by the CEO or CFO.
- G. The CFO will monitor the billing for unusual or high charges and will inform the current user of such. This will be brought to the attention of the CEO if needed.

I have read and understand the gas card agreement as adopted by Bridge House Corporation.

Signature

Date

Phone Number