



**Official Form  
of  
Ogden Preparatory Academy**

**3. Fiscal Management**

**3.07.TPL Credit Card Acknowledgement Form**

**Effective/Revision Date: 8/8/22**

**Page 1 of 1**

Employee Name:

Date:

I have received an OPA credit card. I take responsibility for all expenses charged to this credit card, and I agree to the following:

- Use of the OPA credit card is for school-related expenses within the scope of the budget.
- Personal expenses may not be charged to the OPA credit card.
- All receipts for charges to the OPA credit card must be submitted each month to the finance secretary along with an approved credit card purchase order.
- The OPA credit card must be returned to the Director immediately upon termination or resignation, or at any time upon request.
- Lost, stolen, or compromised cards must be reported to the Director immediately.
- I will not be held responsible for unauthorized charges by a third party from a lost, stolen, or compromised card that is immediately reported.

I have read, understand and agree to the above-mentioned terms governing the use of the OPA credit card. I understand misuse or abuse of this credit card or willful violation of the terms of this agreement may result in personal financial liability and disciplinary action, including discharge.

Signature:

Date: