

2017 National Activity Credit Card Agreement

I have read and will abide by the terms set out in FM regulations and guidance regarding allowable credit card purchases.

I understand and agree to the following conditions:

1. I will complete the VISA certification form listing each charge in the order they appear on the statement to include the proper account number from the dropdown menu and description within 10 days of receiving the statement from FM.
2. I will provide a single pdf file that contains legible scans of all receipts that are applicable to the monthly statement within 10 days of receiving the certification form from FM.
3. I will send the VISA certification form (in excel) and the pdf file of the receipts to NFAFinance@capnhq.gov if I am using the card for a national flight academy or NCSAFinance@capnhq.gov if I am using the card for an NCSA.
4. I will not use the CAP Visa for cash advances or personal charges.
5. I will not charge more than \$1,500 per transaction except in cases where specific authorization has been granted. Obtain authorization from Cadet Programs, NCSA Program Manager.
6. I will return my credit card to NHQ within 30 days after the event (ATTN: Cadet Programs) if I am an additional card holder. If I am the activity director, I may return my cards if I will be serving as director the following year. I must return the card if I will not return as an activity director. Any exceptions must be coordinated with Cadet Programs NCSA Program Manager.

DATE

PRINTED NAME

ACTIVITY EVENT ADMIN # & NAME

SIGNATURE

EMAIL/PHONE CONTACT