



February 1, 2017

Dear IDSA Corporate Card Holder:

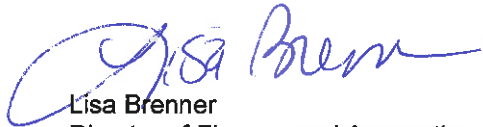
Enclosed for your review are several documents pertinent to using your new SunTrust Visa Corporate Card. These items have been listed below for your convenience. Please indicate that you have received and read these documents by placing a check mark in the empty box next to each item.

- Disbursements & Corporate Credit Card Usage Policy – National Office*
- Missing Receipt Form - Form to be used when the cardholder has misplaced a receipt*
- Credit Card reconciliation schedule - List of due dates for submitting the monthly transactions/reconciliation to Accounting*
- Request for Payment Form – Form to be used when requesting payment by check or central corporate card from Accounting*

Please sign below that you understand and agree to follow the policies and procedures as outlined in the attached documents and then submit this signed acknowledgement to Philip Assante, Manager of Membership & Component Relations. Upon receipt of your signed acknowledgement and your old SunTrust credit card (if you have one) and any outstanding receipts, Bridget Brooks, Accounting Coordinator, will pass along your new credit card so that you may activate it by dialing the toll free customer service number and entering the last four digits of your social security number when prompted.

Thank you for your cooperation and timely response. Please let Phil, Jordan or Bridget know if you have any questions or need assistance.

Sincerely,



Lisa Brenner
Director of Finance and Accounting

Cardholder's Name

Title

Cardholder's Signature

Date

Please provide the following details so we may process your request:

Full Name (as it should appear on the card): _____

Mailing Address: _____

Last 4 digits (only) of your Social Security number: _____

Email Address: _____