



September 17, 2013

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 (IDSA)*
- Missing Receipt Form* – To replace missing receipts from credit card purchases.
- Credit Card Reconciliation Schedule* – Due dates for monthly transactions/reconciliation to IDSA Accounting
- Request for Payment Form* – To request payment by check or central corporate card from Accounting
- Credit Card Limit Increase Form* – To request increase in credit card limit.

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 Allan Gordon, Director of Membership. 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 Allan or Bridget know if you have any questions or need assistance.

Sincerely,
Jody M. Christensen
CFO (as outsourced through O'Connor Consulting Services)

Cardholder's Name

Chapter Officer 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: _____