

**Administrative Procedure 501**  
**Financial Management: Cardholder Responsibilities**  
**Appendix A**

**Employee Declaration**

I, \_\_\_\_\_, acknowledge I have read/reviewed  
Employee Name

Gwynne Valley Rural Academy's Administrative Procedure 501 Financial Management  
Section (2) Credit Cards and understand my responsibilities as outlined in this  
procedure.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature