

**U.S. Department of Energy
Energy Finance and Accounting Service Center
Accounting Operations Division/Travel Team**

EMPLOYEE ACKNOWLEDGMENT

I certify that I will abide by such policies, procedures and other instructions that may be issued by the Department of Energy and J.P. Morgan Chase pertaining to the use of the card issued to me for the purposes of conducting official government travel.

Employee Signature

Employee Printed Name _____ - please initial either A or B below:

- A. _____ I authorize the bank to obtain a credit report to be eligible for standard account
- B. _____ I do not authorize the bank to obtain a credit report and will not be eligible for a standard account

Ten-Digit Organization Code

Name of Organization that Corresponds to Org. Code

Anticipated Travel Date

Employee's E-Mail Address

Supervisor's Printed Name

Supervisor's Signature

Date