



Brand Ambassador Program

Purchasing Card Quick Reference Guidelines

Genesis Today is glad to welcome you to our Purchasing Card Program.

Cards will have single transaction and daily limits as well as a limit on the number of transactions allowed per day and per week.

YOU are responsible for charges made with your card. Do not give your card to anyone else to make a purchase.

100% ORIGINAL receipt retention is required.

Individual cards cannot be used to purchase any item except Genesis Today juice to sample. With prior approval from management, Cardholders can purchase sample cups, demo table, table cloth.

Cardholders are responsible for reconciling receipts to their Demo Reports on a daily basis.

Late Demo Reports may be subject to card suspension.

All Reward Points/Rebates are the property of Genesis Today.

Cardholders must attend a mandatory training session and are required to sign a Purchasing Card Agreement.

Gasoline for personal vehicles is prohibited.

Sponsorships and donations are prohibited.

Gift cards are the equivalent of cash and cannot be purchased with your card.

Some important things to know:

1. The zip code for your credit card is 78709.
2. If you're ever declined in error, this could be because of our security restrictions-call your manager.
3. Keep all of your receipts! Originals are required and MUST be included with your demo report.
4. Your transactions are reviewed on a DAILY basis, so make sure that you're following the rules.
5. Any balance not reconciled at the termination of contractor relationship may be deducted from the Cardholder's final paycheck.

Independent Contractor

Genesis Today Manager

Purchasing Card Agreement
Brand Ambassador



I hereby acknowledge that I have been trusted with a Genesis Today Purchasing Card and that I am personally responsible for the security of the card and for the appropriate use of this card for departmental purchases.
This card is the property of Genesis Today and can be revoked/canceled at any time.

1. I understand that this card may only be used for official business and it will not be used for any unauthorized or personal purchases.

2. This card will not be provided for use to any other individual.
a. The Cardholder is the only individual authorized to use the card.

3. The Cardholder is responsible for the card's safekeeping. Fraudulent use of the card or lost or stolen cards must be reported immediately. (JP Morgan Chase 1-800-316-6056 & the GT Accounting Department)

4. It will be the responsibility of the Cardholder to retain all ORIGINAL receipts for each transaction. These charges must be reconciled against the Cardholder's demo report.
a. Late receipts may result in suspension of card service.
b. The Cardholder's Manager MUST review and approve demo reports with enclosed ORIGINAL receipts.

5. Purchase card transaction records will be subject to audit.

6. The Cardholder will promptly notify the vendor to resolve any disputed charges.

7. A card can be canceled if any terms of this agreement are violated.

Failure to follow the above policies and procedures is cause for disciplinary action which may include termination, garnishment of wages and legal action.

AGREED BY:

[Handwritten Signature]

Cardholder Signature

Date

04/04/14



Brand Ambassador Time & Purchase Card Application

Cardholder Information

Full Name: Anna Natingolan
E-Mail Address: karelnr@aol.com Phone # 832-545-2572
Home Address: 830 Bissonnet st
City: Houston State: TX Zip: 77074
Social Security #: 639-80-5856 Date of Birth: 04/24/67

Credit & Use Information

Make Card Available for Use at the Following Merchants:

\$ 50.00
Weekly Credit Limit

Cardholder/Approval Signatures

Anna Natingolan / 04/04/14
Signature of Card Holder Applicant / Date

Field Sales Manager Signature / Date

Senior Management Signature / Date

Senior Field Sales Manager Signature / Date

Cardholder must complete training and agree to company policy prior to card issuance. Genesis Today corporate Mastercard program has no impact on the employee's personal credit. Although the card is issued to the contract laborer's name, all rewards earned are property of Genesis Today. Cardholder is responsible for the proper use of the company card. Cardholder can be responsible to reimburse the company for missing receipts. Negligence, fraud, abuse and failure to follow policy will result in probable contract termination.



GENESIS TODAY
ACCOUNTS PAYABLE
DIRECT DEPOSIT AND WIRE SETUP FORM

Please mail original form and voided check to:
Attn: Accounts Payable
PO Box 92016
Austin, TX 78709
FAX: 512-592-7911

SUPPLIER/EMPLOYEE NAME: Anna Naingolan		MAILING ADDRESS: 8830 Bissonnet St.		CITY/STATE/ZIP: Houston, TX 77074		PHONE NUMBER: 832 - 545 - 2572		EMAIL ADDRESS: karelin@aol.com	
BANK INFORMATION - PLEASE COMPLETE IN FULL									
CHECK ONE: <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings									
Account Holder's Name: Anna Naingolan									
Name of Financial Institution: JPMorgan Chase Bank, N.A									
Address of Financial Institution:									
City/State/Zip: Dallas, Texas 75201									
Bank Account Number: 730126828					Routing Number: 111000614				
AUTHORIZATIONS I authorize Genesis Today to automatically deposit to the above account. I agree to notify Accounts Payable of any changes in my bank or mailing address information. I agree to hold Genesis Today harmless if I fail to notify Accounts Payable of any changes to my information. Genesis Today will not reimburse any bank charges for failure to promptly notify of any account changes.									
SIGNATURE: Anna Naingolan					DATE: 04-04-14				
Accounting Use Only									
Supplier Number:					Date Received in AP:				
Date Entered:									