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| **King Mongkut’s University of Technology Thonburi**  **Loan Contract for Credit Card Use** | | | | | **Treasury Office** | |
| **Receiving No.** | |
| To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chief of) Faculty/Office/Division\_\_\_\_\_\_\_\_\_\_\_\_Department/Division/Unit\_\_\_\_\_\_\_\_\_\_\_\_\_  I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Wish to take a loan by using KMUTT credit card for conducting the following activities: | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | | | |  |  |
| (In letters) Baht | | | | |  |  |
| Period of credit card use starts from the date of \_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ | | | | | | |
| This loan has been disbursed from Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division Code\_\_\_\_\_\_\_\_\_\_ Fund\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund Code\_\_\_\_\_\_\_\_\_\_  Topic/Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Service Research Project Seminar Other\_\_\_\_\_\_\_ | | | | | | |
| Details of  Credit card | In case of application for a new card: Application for a new card by indicating my name as the card holder along with the payment limit  In case of existing card: Application for the payment limit from the credit card I am holding, credit card no. \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| I promise to follow KMUTT rules and all conditions of the credit card I am holding as follows:   1. I will keep the credit card with me and not allow other people to use it. 2. I will use the loan obtained from the credit card to pay **only for the products and services listed by KMUTT above**. 3. I will keep the duplicate or sale slip or other documents (if any) and prepare the reimbursement from as indicated by KMUTT to reimburse and make the payment incurred to the credit card within 15 days from the date I has returned to the head office/the date on which the activity has finished. If there is any payment for products or services of which receipts cannot be issued, I will make the payment certificate and explain the reasons. 4. I am willing to provide information and details regarding my credit card use to the financial officer as soon as requested to facilitate the examination of payment made to the credit card issuing institution. 5. In case of violation of any conditions or there is any damage incurred by my credit card use or due to my failure to submit the receipts as requested**, I agree to pay in cash or allow my salary or other money obtained from KMUTT to be deducted as compensation**. If I refuse, avoid or delay the action, KMUTT is entitled to issue an order or file lawsuit against me right away.   Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Borrower of the loan for credit card use Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Proposed to\_\_\_\_\_\_\_\_\_\_\_\_\_checked and approved  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ( )  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | This request should be approved.  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ( )  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | APPROVED  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ( ) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **For Treasury Office Contract No.\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| Payable as approved  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director of Treasury Office    Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | I have received the loan/credit limit at the amount of \_\_\_\_\_\_\_\_ Baht (\_\_\_\_\_\_\_\_\_\_\_\_\_)  Credit Card No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and acknowledged the payable limit indicated above.  Signature\_\_\_\_\_\_\_\_\_\_\_ Borrower/Credit Card Applicant Signature\_\_\_\_\_\_\_\_\_\_\_ Payer  (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (\_\_\_\_\_\_\_\_\_\_\_\_\_)  Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Authorization**  (In the case that the loan and credit card applicant cannot receive the loan by him/herself) | | | | | | |
| I cannot receive the loan and credit card by myself, so I authorize Mr./Mrs./Miss\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to receive them on my behalf. | | | | | | |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal  (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proxy  (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |