

MOUNT HOLYOKE

Purchasing Card Program Cardholder Agreement

Name: _____ SS#: 999-99-_____

Department: _____ Campus Phone #: _____

Purchasing Card Number: _____

I acknowledge receipt of my JP Morgan Chase Visa Purchasing Card (the "Card"). As a Cardholder, I agree to comply with the following terms and conditions regarding use of the Card:

1. I understand that I am being entrusted with a valuable tool – a Purchasing Card – and will be making financial commitments on behalf of Mount Holyoke College (the "College") and will strive to obtain the best value for the College.
2. I acknowledge that I have read the Purchasing Card Procedures Manual (the "Manual") governing the use of the Card and I understand the requirements for the Card's use. I understand that, in signing this Cardholder Agreement, I am bound by all of the terms and conditions of the Manual. I also acknowledge having attended the training session covering the use of the Card.
3. I understand that the College is liable to JP Morgan Chase for all charges made on the Card.
4. I agree to use the Card for College purchases only and agree not to charge personal purchases. I understand that internal audits will be performed on the Card and, upon request of the Purchasing Card Administrator, I will provide any documentation in my possession regarding my use of the card. While I understand that the Card is not to be used for personal purchases, should I inadvertently use the Card for such purchases, I will reimburse the College and pay any costs incurred by the College in obtaining such reimbursement or enforcing the requirements of this Cardholder Agreement or the Manual.
5. I understand that I am not to accept any rewards or incentives that are offered to me personally by any vendor as a result of using the College purchasing card. The benefits of any such incentives programs accrue to the College.
6. I understand that it is my responsibility to reconcile the monthly statements and resolve any discrepancies by contacting the appropriate supplier.
7. If the Purchasing Card is lost or stolen I agree to immediately notify the Purchasing Card Administrator and JP Morgan Chase.
8. I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my purchasing responsibilities to change, I also agree to return my card and arrange for a new one, if appropriate.
9. I acknowledge that certain personal information as contained in the Purchasing Card Application Form will be provided to JP Morgan Chase prior to issuance of the Card to me.
10. I understand that failure to follow the terms set forth in the Manual or in this Cardholder Agreement may result in either revocation of the Card or other disciplinary actions, up to and including termination.

Cardholder Signature

Program Administrator Signature

Date

Date