

# Stonehill College

## PURCHASING CARD CARDHOLDER AGREEMENT

### Cardholder Agreement

Stonehill College is pleased to present you with a Purchasing Card. It represents the College's trust in you as a responsible employee of the College to safeguard and protect Stonehill College's assets.

I, \_\_\_\_\_, hereby acknowledge receipt of a Stonehill College Purchasing Card.

As a cardholder:

- I agree to comply with the terms and conditions of the Agreement and the applicable provisions of the Purchasing Card Policies and Procedures Manual ("Manual") provided, and as such the Manual may subsequently be revised.
- I acknowledge receipt of the Manual and confirm that I have read, understand, and agree to abide by its terms and conditions.
- I understand that Stonehill College is liable to the Card Provider for all charges made by me.
- I agree to respect transactions limits associated with this card and not circumvent these limits.
- I accept responsibility for the protection and proper use of this credit card as outlined in this Agreement and the Manual.
- I understand that the College **WILL** audit the use of the Purchasing Card.
- I understand that I **CANNOT** use the Purchasing Card for the restricted commodities listed in the Procedures Manual.
- I agree that I will not use the card for personal purchases.
- I understand that commodities, where College-wide contracts are in place, **MUST** be purchased from the contract suppliers.

I further understand that improper use of this Purchasing Card may result in disciplinary action, up to and including **TERMINATION OF EMPLOYMENT**, should I fraudulently or intentionally misuse the Purchasing Card. I authorize Stonehill College to deduct from my salary or from any other amounts payable to me, an amount equal to the total of any improper purchases. I also agree to allow Stonehill College to collect any amounts owed by me even if I am no longer employed by the College. If Stonehill initiates any legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by Stonehill in such proceedings.

I understand that Stonehill College may terminate my right to use this Purchasing Card at any time for any reason. I agree to return the Purchasing Card to Stonehill College immediately upon request or upon termination of my employment.

### Applicant Information

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print  
Name \_\_\_\_\_

Org. \_\_\_\_\_ Campus Extension \_\_\_\_\_