

## ST. OLAF COLLEGE CARDHOLDER AGREEMENT

Revised 02/2016

I am being entrusted with a St Olaf College purchase card to use for College related travel/purchases. This card may be revoked at any time without my permission. My signature below indicates that I have read and will comply with the terms of this agreement.

- I have attended a Purchase Card Orientation session.
- I will read the St. Olaf College Travel and Business Expense Policy.
- I will strive to obtain the best value for the college by using “preferred vendors” as identified by the Finance Office.
- I agree to use this card for approved travel/purchases only. I understand that my budget manager/gatekeeper will review the monthly statements and notify the Purchase Card Coordinator if I do not comply with the terms and conditions of this agreement.
- I understand that I am personally liable to the College for charges not supported by original itemized receipts/proof of purchase.
- I will follow the established procedures for the use of the card. Failure to do so may result in deactivation of the card and disciplinary action in accordance with institutional policies. I understand that the following items constitute misuse of the card.
  - \* Using the card for personal purchases/travel
  - \* Purchase of unauthorized items
  - \* Fraudulent, incomplete, or inaccurate record keeping
  - \* Disregard of record keeping deadlines
  - \* Negligence in preventing loss or theft of the card
  - \* Negligence in reporting the loss or theft of the card
- I agree to return the card immediately upon request or upon termination of employment (including retirement). Also, I will notify the Purchase Card Coordinator should there be any organizational or program change, which causes my unit number to change. (Budget managers/gatekeepers are responsible for making sure cards are returned to Accounts Payable in a timely manner.)
- I understand that if my card is lost or stolen and I fail to follow through on the specific oral, online and written notification procedures, I am personally liable to the college for losses incurred by the college.

If the card is used for *personal items*, for *unauthorized* or *undocumented* CASH withdrawals and purchases, or for *inappropriate sales tax*, I hereby agree to personally pay either St. Olaf College or the vendor for such charges or hereby authorize St. Olaf College to withhold from my paycheck the amounts necessary to pay these charges.

---

Employee Name (Print)

---

Signature

---

Date