

LOYALIST COLLEGE

POLICY AND PROCEDURE MANUAL

PURCHASING CARD HOLDER AGREEMENT FORM

The Purchasing Card represents Loyalist College's trust in you. You are empowered as a responsible agent to safeguard College assets. Your signature below is verification that you have read the "Purchasing Card Policy and Procedure" and agree to comply with them as well as the following responsibilities:

- 1) I understand that the card is for College approved purchases only and I will not charge personal purchases.
- 2) If the card is lost or stolen, I will immediately notify the Bank by telephone. I will confirm the telephone call by email with a copy of the notification to the Finance Department.
- 3) I agree to surrender the card immediately upon termination of my services whether due to voluntary or involuntary reasons, or upon request from the Finance Department or Budget Holder.
- 4) The card is issued in my name. I will not allow any other person to use the card; I am considered responsible for any and all charges against the card. **I will not share my PIN number, and will ensure the PIN is secure.**
- 5) All charges will be billed directly to and paid directly by Loyalist College. The bank cannot accept any monies from me directly; therefore any personal charges billed to the College could be considered misappropriation of College funds.
- 6) As the card is College property, I understand that I will be required to comply with internal control procedures designed to protect College assets.
- 7) I will reconcile my online account monthly, and submit a paper copy of that statement with receipts and sign-offs promptly. I am responsible for providing hard copy receipts for all line charges on my monthly statement. Since I am responsible for all charges (but not the payment) on the card, I will resolve any discrepancies by contacting the supplier and /or the bank and will note the status on the bank report.
- 8) I understand that my card may be revoked at any time.

Department Code: _____ Default G/L Account: _

Department Name: _____

Budget Holder: _____

Cardholder's Acknowledgement

Cardholder Name (appearing on card): _____

Signature

Date