

**Dickinson College  
Purchasing Card Program  
Cardholder User Agreement**

Participation in the Dickinson College Purchasing Card Program is an employment convenience that also carries cardholder responsibilities. Although the card is issued in my name, it is College property and should be used only for College business. As a recipient of a Dickinson College Purchasing Card, I agree to the following terms and conditions:

1. The Purchasing Card is provided to me based on my needs or the needs of my department to purchase business-related goods and services. I understand that my Purchasing Card may be revoked at any time based on change of assignment, transfer of departments or upon suspension or separation from employment at Dickinson College. The card is not an entitlement for any employee nor is it reflective of title or position.
2. The Purchasing Card is for business-related purchases only. I understand that personal charges are **not** to be made to the card under any circumstances.
3. I understand that I am the only person entitled to use the Purchasing Card and am responsible for all charges made against the card.
4. I understand that improper use of the card can be considered misappropriation of College funds, which may result in disciplinary action, up to and including termination. If I have a purchasing card issued in my name, I authorize the College to deduct from my salary or from any other amounts payable to me by the College, an amount equal to the total of improper purchases. I also understand and agree that I remain responsible for any amounts improperly incurred by me even after I am no longer employed by the College and that the College will seek to collect any such amounts owed by me even if I am no longer employed by the College.
5. I have read the Purchasing Card Program Policies and Procedures Manual and recognize that I am responsible for complying with internal control procedures in accordance with these policies. This includes maintaining proper receipts and supporting documentation, reconciling monthly cardholder statements, following proper Purchasing Card security measures and following such other directives as may be required by the program.
6. I am responsible for reviewing all transactions applicable to the card for which I am responsible in **Commercial Card Expense Reporting System** and allocating the expenses to the appropriate General Ledger account and cost center number(s) prior to the month-end billing cycle cutoff.
7. I understand that all transaction documentation and reconciliations will be subject to audit by the Office of Financial Operations.
8. I am responsible for reconciling the monthly Purchasing Card statement and for resolving any discrepancies on the statement by contacting the supplier or the bank.
9. I am responsible for ensuring that the card and the card number are protected from theft or loss. I will immediately notify the Purchasing Card Administrator of any loss or improper use of the card or card number.
10. I agree to surrender the Purchasing Card to the College's Purchasing Card Administrator or my immediate supervisor upon demand or upon my termination of employment with the College.

\_\_\_\_\_  
**Cardholder Signature**

\_\_\_\_\_  
**Cardholder Printed Name**

\_\_\_\_\_  
**Date**

*I certify that I agree to monitor and review the purchases made by this cardholder in accordance with the Purchasing Card program's established rules and procedures for this cardholder agreement. It is also my responsibility to determine if this cardholder is using the card responsibly in accordance with all applicable Dickinson College policies, and to revoke the holder's use of the card if he/she is not using the card as intended.*

\_\_\_\_\_  
**Manager Signature**

\_\_\_\_\_  
**Manager Printed Name**

\_\_\_\_\_  
**Date**