

PRESBYTERIAN COLLEGE

ANNUAL CORPORATE CREDIT CARDHOLDER AGREEMENT

Cardholder Information:

Name: _____

Title: _____

Department: _____

Last Four Digits of Card: _____

Single Transaction Limit: _____

Monthly Transaction Limit: _____

Cardholder Responsibilities

By signing below, I acknowledge that I have read and understand Presbyterian College's Corporate Credit Card Policy and agree to comply with all provisions of that policy.

I understand and agree that:

1. The credit card is to be used only for legitimate institutional business expenses.
2. I am responsible for ensuring that:
 - a. Expenditures are reasonable and necessary;
 - b. Expenditures comply with institutional policy, and that budget funds are available prior to making a purchase; and,
 - c. Budget funds are available to support the purchase.
3. I will:
 - a. Submit itemized receipts for all transactions;
 - b. Upload all required documentation during reconciliation; and,
 - c. Reconcile charges no later than the required monthly deadline.
4. I understand that:
 - a. Meals for single-day travel are not allowable unless pre-approved;
 - b. Food purchases are limited to \$10 for breakfast, \$15 for lunch, and \$25 for dinner per person when permitted;
 - c. Fuel purchases are prohibited except for authorized vehicles; and,
 - d. Entertainment expenses require prior approval.
5. I understand that lost receipts must be documented using the Lost Receipt Ratification Form, and that three lost receipts within a rolling twelve-month period may result in revocation of my credit card privileges.

6. I understand that misuse of the credit card may result in:
 - a. Personal reimbursement to the College;
 - b. Suspension or revocation of card privileges; and/or,
 - c. Disciplinary action up to and including termination.
7. I understand all corporate credit card limits will be reviewed annually during cardholder reauthorization and adjustments may be made based on usage patterns, operational need, compliance history, and budget conditions.
8. I understand that the credit card remains the property of Presbyterian College and must be surrendered upon termination of employment or upon request.
9. I understand that no one else may use the credit card upon my behalf and that I am the only person authorized to make purchases using this credit card.
10. I agree to take reasonable measures to maintain the security of the credit card and to report any fraudulent transactions immediately.

I acknowledge that I have read the Presbyterian College Corporate Credit Card Policy and agree to abide by its terms.

SIGNATURES:

Cardholder: _____ Date: _____

Supervisor: _____ Date: _____

VP Finance & Admin: _____ Date: _____