

**PROCUREMENT CARD AGREEMENT**

I, (employee name: \_\_\_\_\_), have received The College of New Jersey Procurement

Card for (dept.: \_\_\_\_\_). As a holder, I agree to comply with the following terms and conditions regarding the use of the card:

- I understand that I am being entrusted with a valuable tool - a Procurement Card - and will be making financial commitments on behalf of The College of New Jersey and will strive to obtain the best value for the College.
- I understand that The College of New Jersey is liable to Wachovia/MBNA for all charges made on the card.
- I agree to use this procurement card for approved departmental purchases **only** and agree not to use for personal purchases. I understand that an annual review will audit the use of this procurement card and report and take appropriate action on any discrepancies.
- I will follow the established procedures for the use of the procurement card. Failure to do so may result in either revocation of my use of privileges or other disciplinary actions, up to and including termination of the procurement card.
- I have read the procurement card policies and procedures and understand the requirements for the card's use.
- I agree to assume responsibility for the card or delegate the purchasing responsibilities as outlined in The College of New Jersey Procurement Card Program Regulations and Procedures.
- I understand that non-adherence to the procurement card procedures will result in revocation of my privileges. I understand that the use by me of the College's procurement card for personal purposes or the loaning by me of the card to an unauthorized individual will result in disciplinary actions.
- I agree to return the procurement card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my cost center to change, I also agree to return the procurement card and arrange for a new one, if appropriate.
- If the procurement card is lost or stolen, I agree to notify the Procurement Card Administrator (Matthew Farr, Office of Finance & Business Services), Wachovia/MBNA, and The College of New Jersey Campus Police immediately.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Name as it appears on the Procurement Card: \_\_\_\_\_

Procurement card number as it appears on card: \_\_\_\_\_

Name of Department's Procurement Card Custodian: \_\_\_\_\_

Name of Department's Procurement Card Responsible Person: \_\_\_\_\_

Authorized Office of Finance & Business Services Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Log sheets completed \_\_\_\_\_