

Dartmouth College Cardholder Agreement – Corporate Card

As the holder of this Dartmouth College Corporate Card:

I acknowledge:

- That I am responsible for the protection and proper use of the Dartmouth Corporate Card in accordance with the terms and conditions outlined within this agreement.
- That I will read the following policy and ask questions if I do not understand the contents:
 - Dartmouth Business Expense Policy: <https://policies.dartmouth.edu/policy/business-expense-policy>

I agree:

- To comply with the terms and conditions of this Agreement and the provisions of the Dartmouth Business Expense Policy as acknowledged above.
- That I will only use this card for purchases allowed under the Dartmouth Business Expense Policy.
- I am required to immediately reimburse Dartmouth for any expenses which are not allowed under the Business Expense policy, including any personal expenses which are not allowed on this card. If I do not provide reimbursement within 60 days of the date of the transaction, my card will be put on hold. In addition, pursuant to New Hampshire statute RSA 275:48, I authorize Dartmouth to withhold any reimbursement due from me from my final paycheck when my employment with Dartmouth ends.
- To provide documentation, where required, supporting the business purpose of all charges (including who, what, where, when and why).
- To prepare or have prepared my expense reports within 30 days of returning from a trip or weekly in the case of non-travel purchases.
- If I have not submitted an expense report within 60 days of an expense being incurred, I am not authorized to use the card until the report is up to date and that Dartmouth may put the card on hold until the account is up to date.
- To immediately notify JP Morgan Chase (800-270-7760) and Procurement Services if my card is lost or stolen. If my card is subsequently found, to cut in half and send to Procurement Services.
- All expenses incurred through the use of my card will comply with all of Dartmouth's policies and procedures.
- If my card is used for meals and incidentals while traveling, I am not entitled to the "per diem" reimbursement as well.

I understand:

- That Dartmouth College may terminate my right to use this card at any time for any reason, and I agree to return my card to Procurement Services immediately upon request or upon termination of employment.
- That improper use of my card may result in disciplinary action, up to and including termination of my employment.
- The Corporate Card is designed for payment of travel and entertainment expenses. However, if the need arises to purchase a good or non-travel related service on the corporate card, I must follow the requirements of the current PCard Program and no good over \$4,999 may be purchased on the corporate card. <https://policies.dartmouth.edu/policy/procurement-card-program-policy>

Cardholder Signature

Print Name

Date

Employee Personal Identification

| | | | |
|---------------------------------------|----------------------|-------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| First Name | Middle Initial | Last Name | Employee ID |
| <input type="text"/> | | <input type="text"/> | |
| Business Address Line 1 (no PO Boxes) | | Business Address Line 2 | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| City | State | Zip Code | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Country of Citizenship | Department Name | Work Phone | |
| <input type="text"/> | | | |
| Mother's Maiden Name | | | |

Accounting Information

Monthly Cycle Credit Limit: (\$15,000 max - higher amounts must be approved by Procurement Svcs)

Monthly Cycle Cash Limit: (Only allowed for OCP & DCAD, Maximum allowed is \$2500 per monthly cycle)
(All others need Controller's approval, Maximum allowed is \$500 per monthly cycle)

Explain cash purpose needs for all others: _____

Controller's Signature:

Employee approval

I have read and understand the attached signed Agreement Form.

| | | |
|------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Signature of Applicant | Date | Title |

President, Vice President, Dean, Director or Department Head approval

I hereby authorize Procurement Services to issue a Dartmouth College Corporate Card to the above referenced individual. I understand that I am responsible for notifying Procurement Services upon this employee's transfer to another department or termination of employment with the College. Failure to notify Procurement Services of an employee's departure will result in the Department being held accountable for all purchases incurred after termination of employee.

| | |
|----------------------------------|-----------------------------|
| Print Name: <input type="text"/> | Title: <input type="text"/> |
| Signature: <input type="text"/> | Date: <input type="text"/> |

Divisional Fiscal Officer approval

I have read the attached agreement form and understand that employee charges must be settled within 30 days.

| | |
|----------------------------------|-----------------------------|
| Print Name: <input type="text"/> | Title: <input type="text"/> |
| Signature: <input type="text"/> | Date: <input type="text"/> |

TO BE COMPLETED BY PROCUREMENT SERVICES

Procurement Services will provide the card company with the last 4-digits of your SSN and DOB on file.