By participating in the Pace University Purchasing Card Program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the Purchasing Card Program. These responsibilities include but are not limited to the following:

The Pace University Purchasing Card is to be used for business expenditures only. The Purchasing Card may be used under the parameters and procedures established for the Purchasing Card Program which are detailed in ‘The Purchasing Card Cardholder Guide’. The Pace University Purchasing Card may not be used for personal or business travel and entertainment purposes.

The Purchasing Card will be issued in the name of the employee. By accepting the card, the employee assumes responsibility for the Card will be responsible for all charges made with the Card. The Card is not transferable and may not be used by anyone other than the Cardholder.

The Pace University Purchasing Card must be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the Card or Account Number to have been compromised, the Cardholder agrees to immediately notify JPMorgan/Chase at 1-800-316-6056, their Pace University [Organization] Budget Representative and the Pace University Purchasing Department at ext. 22616.

All charges will be billed and paid directly by Pace University. On a monthly basis, the Cardholder will receive a statement listing all activity associated with the Card. This activity will include purchases and credits made during the reporting period. The Cardholder will be responsible for making payments. The Cardholder will be responsible for forwarding statements and receipts to the organization Budget Representative. The Budget Representative is responsible for the reconciliation and approval of Cardholder account activity.

Cardholder Accounts may be subject to periodic internal control reviews and audits designed to protect the interests of Pace University. By accepting the Card, the Cardholder agrees to comply with these reviews and audits. The Cardholder may be asked to produce the Card to validate its existence and produce statements and receipts to verify appropriate use. Parameters and procedures related to the Purchasing Card Program may be updated or changed at any time.
The Purchasing Department will promptly notify all Cardholders of these changes. The Cardholder agrees to and responsible for the execution of any program changes.

**The Cardholder agrees to surrender their card to the Human Resources Department and to cease use of their card upon termination of employment whether for retirement, voluntary separation, resignation or dismissal.** In addition, the Cardholder must surrender and cease use of the Card in the event of transfer to another department. The Cardholder may also be asked to surrender the Card at any time deemed necessary by management.

*Misuse or fraudulent use of the Card may result in disciplinary actions and may be grounds for dismissal.*

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document. I certify that as a participating Cardholder of Pace University Purchasing Card Program, I understand and assume the responsibilities listed above.

________________________________________________________________________
Employee (Cardholder) Signature

________________________________________________________________________
Name (Print) Date

________________________________________________________________________
Supervisor of Employee (Cardholder) Signature

________________________________________________________________________
Name (Print) Date

Cardholder and Supervisor: Retain one copy of each and forward original to: Purchasing & Contracts Dept., Dow Hall, Briarcliff Campus