

**Northland Community and Technical College  
Purchasing Card (P-Card)  
Cardholder Agreement**

Northland Community and Technical College is pleased to present you with the P-Card. It represents Northland Community and Technical College's confidence in you as a responsible employee of Northland Community and Technical College entrusted to safeguard and protect Northland Community and Technical College's assets.

I, \_\_\_\_\_, as the Cardholder, hereby acknowledge receipt of a Northland Community and Technical College P-Card issued through Northland Community and Technical College, a copy of System Procedure 7.3.3 and the Procurement Card (P-Card) Procedures 7330-2-01 for Northland Community and Technical College. The card number is \_\_\_\_\_.

As a Cardholder, I agree to the following conditions regarding my use of Northland Community and Technical College Purchasing Card.

1. I understand that by using the P-Card, I will be making financial commitments on behalf of Northland Community and Technical College and that Northland Community and Technical College will be liable for all authorized charges made with the P-Card.
2. I will strive to obtain the best value when purchasing merchandise and/or services with the P-Card.
3. I agree to use the P-Card only for authorized purchases and in an appropriate manner, as defined in System Procedure 7.3.3, Credit Cards, and the Procurement Card (P-Card) Policy and Procedures for Northland Community and Technical College.
4. I understand that I may not use the P-Card for any personal or private interests not otherwise eligible for reimbursement under Minnesota State Colleges and Universities policies, and agree not to use it for any prohibited purpose.
5. I understand that the P-Card is for my sole use and that I may not allow any other person to use it.
6. I understand that improper or fraudulent use of this P-Card may result in revocation of the credit card..
7. I understand that my use of the P-Card is subject to monitoring and audit by Northland Community and Technical College, without notice to me.
8. I understand that Northland Community and Technical College may terminate my right to use the P-Card at any time for any reason.
9. I agree to allocate my transactions via Access Online in accordance with the Procurement Card (P-Card) Procedures. Failure to do so may result in revocation of the card.
10. If the card is lost or stolen, I agree to immediately contact U.S. Bank Customer Service at 1-800-344-5696. After contacting U.S. Bank, I agree to contact Michelle Bakken, Northland Community and Technical College Business Office, at 218-683-8572.

**EMPLOYEE:**

My signature below indicates that I have read the System Procedure 7.3.3, and the Procurement Card (P-Card) Standard Operating Procedures for Northland Community and Technical College and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Procurement Cardholder at Northland Community and Technical College.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_