

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

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

I, \_\_\_\_\_, as the Cardholder, hereby acknowledge receipt of a Northland P-Card issued through Northland, a copy of System Procedure 7.3.3 and Northland's Purchasing Card (P-Card) Procedures 7045P. The *last 4 digits* of the card number are \_\_\_\_\_.

As a Cardholder, I agree to the following conditions regarding use of Northland Purchasing Card:

1. I understand that by using the P-Card, I will be making financial commitments on behalf of Northland and that Northland will be liable for all authorized charges made.
2. I will strive to obtain the best value when purchasing merchandise and/or services.
3. I agree to use the P-Card in an appropriate manner and only for authorized purchases, as defined in System Procedure 7.3.3, and the Purchasing (P-Card) Policy and Procedures for Northland.
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 card revocation.
7. I understand that my use of the P-Card is subject to monitoring and audit by Northland, without notice to me.
8. I understand that Northland may terminate my right to use the P-Card at any time for any reason.
9. I agree to allocate my transactions via Workday in accordance with the Purchasing 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 Kari Mooney, Northland Business Office, at 218-793-2421.

**EMPLOYEE:**

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

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

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