

**GOSHEN COLLEGE**  
**CREDIT CARD/PURCHASING CARD CARDHOLDER AGREEMENT**

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I (employee name) \_\_\_\_\_, as the Cardholder, agree to the following conditions and will abide by the understandings below regarding my use of the Goshen College Credit Card:

1. I understand that by using the Credit Card, I will be making financial commitments on behalf of Goshen College and that the College will be liable for all charges made with the Credit Card.
2. I understand it is my responsibility to keep my receipts in a safe place, to review my purchases online with Smart Data Online and allocate my charges to the appropriate account, reconcile my account, and get supervisor approval by the due date each month. The receipts will then be sent to the Accounting Office, with the monthly expense report showing cost allocation, where they will be kept for audit purposes.
3. I will strive to obtain the best value for the College when purchasing merchandise with the Credit Card.
4. I agree to use the Credit Card only for authorized purchases and in an appropriate manner, as defined in the Goshen College Credit Card/Purchasing Card Policies and Procedures.
5. I understand that if I make an unauthorized purchase with the Credit Card or use the Credit Card in an inappropriate manner, I will be subject to disciplinary action including possible:
  - card cancellation
  - charge to personal account
  - Cardholder authorized payroll deduction for charges unapproved for business use
  - termination of employment at the Goshen College
  - criminal prosecution
  - all of the above
6. I authorize the College to deduct from my salary any and all amounts for any and all purchases made on my Credit Card that are prohibited by College policies and procedures.
7. I understand that the College may monitor and audit my use of the Credit Card.
8. I agree to return the Credit Card to the Program Administrator, as defined the Credit Card Program Procedures, immediately upon their request or upon termination of my employment at Goshen College.
9. **I understand that lack of timely submission of statements with complete receipts attached to the Accounting Office may result in revocation of the privilege to use a card.**
10. I have received a copy of the Goshen College Credit Card/Purchasing Card Policies and Procedures, read it, understand it and will abide by all the requirements set forth in it.
11. I understand that failure to abide by these guidelines may result in the revocation of my purchasing card.

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

**Department Name:** \_\_\_\_\_