

OBERLIN COLLEGE
CARDHOLDER PURCHASING CARD AGREEMENT

I, _____, hereby acknowledge receipt of an Oberlin College Purchasing Card, Card No. _____. As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the Oberlin College Purchasing Card Policies and Procedures, as amended from time to time.

I acknowledge receipt of this Agreement and the Policies and Procedures and confirm that I have read and understand the terms and conditions for the Card's use. I understand that Oberlin College is liable to J.P. Morgan Chase Bank for all charges made on the Card. I further understand that I may be personally liable for any misuse of the Card.

I agree to use this Card for Oberlin College approved purchases only and I agree not to use the Card for personal or other restricted purchases. I understand that the College will audit use of the Card and take appropriate action concerning any discrepancies.

I understand that I am responsible for keeping the Card in a secure location and that I will be held accountable for all purchases made using the Card. ***I further understand that any improper use of this Card may result in disciplinary action, up to and including termination of employment.***

Should I fail to use this Purchasing Card properly, I understand that I have an obligation to Oberlin College to repay the total amount associated with any unauthorized use of the Card. I understand and agree that the College can pursue any such obligation in any manner to the extent permitted by law. I also agree to allow the College to collect any amount owed by me under this Agreement even if the College no longer employs me.

I understand that Oberlin College may terminate my right to use this Card at any time for any reason. I agree to return the Card to Oberlin College immediately upon request or upon termination of employment or transfer to another department.

If the Card is lost or stolen, I agree to immediately notify J.P. Morgan Chase Bank, my supervisor, and the Purchasing Card Administrator (58080 or pcard@oberlin.edu).

Cardholder:

Signature: _____

Print Name: _____

Date: _____

Witness:

Signature: _____

Print Name: _____

Date: _____