Boston College Purchasing Cardholder Agreement Form

Boston College is pleased to present you with a purchasing card. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect Boston College's assets. In order to receive your card you must sign this Agreement.

I, _____, hereby acknowledge receipt of a Boston College purchasing card, with the last four digits_____.

As a cardholder I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the *Purchasing Card User's Guide* (the "User's Guide") and all subsequent revisions to the User's Guide. I confirm that I have read and understand the terms and conditions contined in the Purchasing Card User Guide. I understand that updates to the User's Guide are available to me on the World Wide Web at www.bc.edu/pcard and that I must comply with all the provisions of the User's Guide and its updates.

As the holder of this purchasing card, ending in _____, I agree to accept responsibility for the protection and proper use of this credit card as described in this Agreement and the User's Guide. I understand that I CANNOT use the purchasing card for the restricted commodities listed in the User's Guide (and its updates), for personal purchases or restaurant and travel related expenses. I understand that Boston College is liable to First Bank for all charges made by me. I understand that the University WILL regularly audit the use of the purchasing card.

I further understand that improper use of this purchasing card may result in disciplinary action including the termination of employment. Should I fail to use the purchasing card properly, I acknowledge that I am responsible for the repayment of all such purchases and that my wages may become subject to attachment. I also acknowledge that Boston College is entitled to collect any amounts owed by me even if I am no longer employed by the University. If Boston College initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by Boston College in such proceedings should such legal proceedings be resolved in favor of Boston College.

I understand that Boston College may terminate my right to use this purchasing card at any time for any reason. I agree to return the purchasing card to Boston College immediately upon request or upon termination of employment.

Signature: _____ Date:_____

Print Name: _____ Eagle ID#: _____

Department: _____ E-mail: _____

Dept/Grant/Program Name on Card (26char.max.):

_/__

Campus Address: _____ Campus Phone No.:_____

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