

NORTHWESTERN UNIVERSITY
PROCUREMENT CARD PROGRAM
CARDHOLDER AGREEMENT FOR MCCORMICK SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Participating Cardholder Acknowledgment of Responsibilities

By participating in the Northwestern University (NU) Procurement Card Program as a Cardholder, I

PRINT NAME

assume responsibilities pertaining to the operation and administration of the Procurement Card Program. These responsibilities include but are not limited to the following:

The Northwestern University Procurement Card is to be used for business expenditures only.

The Procurement Card may only be used under the parameters and procedures established for the Procurement Card Program which are detailed in The Procurement Card Cardholder Guide and the McCormick Procurement Card *Policies and Procedures*.

The Northwestern University Procurement Card may not be used for personal purchases, business or personal travel and entertainment purposes.

The Procurement Card will be issued in the name of the Cardholder. By accepting the Card, the Cardholder assumes responsibility for the Card and will be responsible for all charges made with the card. The Card is not transferable and may not be used by anyone other than the Cardholder.

The Northwestern University Procurement Card must be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the Card or Account Number to have been compromised, the Cardholder agrees to immediately notify JPMorgan Chase Bank at 1(800) 316-6056 and the NU Procurement Card Administrator. The Cardholder should keep a record of the card number and the Bank number in a safe place for easy access in the event the card is lost or stolen. The Cardholder agrees to reimburse NU for any unauthorized purchases made with the Procurement Card up to the point where the card is reported lost or stolen.

All charges will be billed and paid directly by Northwestern University. On a monthly basis, the Cardholder will receive a statement listing all activity associated with the Card. This activity will include purchases and credits made during the reporting period. While the Cardholder will not be responsible for making payments, the Cardholder will be responsible for the verification and reconciliation of all Account activity.

Cardholder Accounts may be subject to periodic internal control reviews and audits designed to protect the interests of Northwestern University. By accepting the Card, the Cardholder agrees to comply with these reviews and audits. The Cardholder may be asked to produce the Card to validate its existence and produce statements and receipts to verify appropriate use.

Parameters and procedures related to the Procurement Card Program may be updated or changed at any time. Northwestern University will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.

The Cardholder who is a NU employee agrees to surrender and cease use of the Card upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. In addition, the Cardholder must surrender and cease use of the Card in the event of a transfer or relocation. The

Cardholder (NU or non-NU employee) may be asked to surrender the Card at any time deemed necessary by the University. The card should be surrendered to the Department Head. Misuse or fraudulent use of the Card may result in personal liability, prosecution disciplinary actions, and may be grounds for dismissal from the Program and/or the University.

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document, the NU Procurement Card Cardholder Guide and the McCormick Procurement Card Policies & Procedures. I certify that as a participating Cardholder of the Northwestern University Procurement Card Program, I understand and assume the responsibilities listed herein.

CARDHOLDER SIGNATURE _____ DATE _____

CARDHOLDER NAME (PRINT)/TITLE _____

CARDHOLDER NU EMPLOYEE ID _____ LAST 4 DIGITS OF SSN# _____

CARDHOLDERS BIRTHDATE _____ MOTHER'S MAIDEN NAME
OR PASSWORD _____

UNIVERSITY MAILING ADDRESS: STREET _____

CITY/STATE _____

ZIP _____

UNIVERSITY EMAIL _____ PHONE _____

DEPARTMENT _____

BILLING CHART STRING _____

FUND DEPARTMENT PROJECT

REQUESTED THRESHOLD/DOLLAR LIMIT FOR CARD:

1. \$500 Per transaction limit; \$1,000 total monthly transaction limit

2. \$2,500 Per transaction limit; \$5,000 total monthly transaction limit

3. \$4,999 Per transaction limit; \$10,000 total monthly transaction limit

DEPARTMENT APPROVAL _____ DATE _____

MCC ADMINISTRATION APPROVAL _____ DATE _____

ACCOUNTING SERVICES APPROVAL _____ DATE _____