

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

Participating Cardholder Acknowledgement of Responsibilities

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

PRINT NAME

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

The procurement card (pcard) 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 Northwestern University Procurement Card Cardholder Guide and the McCormick Procurement Card Policies and Procedures.

The procurement card may not be used for personal purchases, business or personal travel, or entertainment purposes.

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

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

All charges will be billed to and paid directly by Northwestern University. On a monthly basis, the Cardholder will receive a statement listing all activity associated with the procurement 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 procurement card, the Cardholder agrees to comply with these reviews and audits. The Cardholder may be asked to produce the pcard to validate its existence and to 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 agrees to surrender and cease use of the procurement card upon termination of employment, whether for retirement, voluntary separation, resignation, or dismissal. In addition, the Cardholder must surrender and cease use of the pcard in the event of a transfer or relocation within Northwestern University. The Cardholder may be asked to surrender the pcard at any time deemed necessary by Northwestern University. The pcard should be surrendered to the Supervisor/Approver.

Misuse or fraudulent use of the procurement card may result in personal liability, prosecution, disciplinary actions, or dismissal from the Procurement Card Program and/or Northwestern University.

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document, the Northwestern University Procurement Card Cardholder Guide, and the McCormick Procurement Card Policies and 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# _____

CARDHOLDER 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 _____