

Commercial Cardholder Agreement

Employee/Cardholder Name:		Commercial Card Account Number	
Department Name		Business Phone Number	
Cycle Credit Limit	Single Purchase Limit	Authorizations per Day	Transactions per Cycle
Default Account Number		E-Mail Address	

Cardholder agrees to accept responsibility for the protection and proper use of the card in accordance with the terms and conditions below:

1. Cardholder agrees to provide itemized receipts from the vendor for each transaction per the Washington State Community College policies and procedures. Failure to report or document any purchase will be deemed improper use of the card and could result in cancellation of the card.
2. If the card is lost or stolen contact JP Morgan Chase at 1-800-316-6056. Inform your supervisor/departmental chair and inform the Business Office at (740) 568-1905.
3. The card belongs to Washington State Community College. Washington State Community College shall be responsible for all charges, fees, interest incurred from the **proper** use of the card.
4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the card and agrees to pay to Washington State Community College all costs assessed for the improper use of the card. These costs include, but are not limited to, the purchase, interest incurred, JP Morgan Chase fees, and an administrative processing fee of \$5.00 per transaction. The Cardholder is not responsible for the improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2. Cardholder understands that improper use of the card may be cause for disciplinary action by Washington State Community College up to and including termination and that improper use of the card may subject cardholder to criminal prosecution. Cardholder understands that Washington State Community College may withhold amounts attributable to improper use by cardholder from any paycheck as provided by Federal and State Law.
5. Cardholder is responsible for notifying vendors of Washington State Community College's tax exempt status and correcting charges for sales tax with the vendor. Failure to do so may result in cancellation of card.
6. Cardholder understands that should his/her employment with Washington State Community College terminate for any reason, the card must be returned to the Director of Human Resources or a Commercial Card Administrator. Cardholder understands that Washington State Community College may withhold his/her final paycheck until the card is returned. Cardholder also understands that Washington State Community College may withdraw authorization to use the card and require the return of the card at any time for any reason.
7. Cardholder understands that the use of the card must conform to the limits and restrictions outlined in the policy and procedures manual.
8. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the card; has received, read and understands the College's Card Manual; and has read and understands this agreement.

Cardholder Signature: _____ Date: _____

Administrator Signature: _____ Date: _____