BRIDGEWATER STATE UNIVERSITY
CREDIT CARD
DEPARTMENTAL EMPLOYEE AGREEMENT

I, _____, hereby request use of a University Credit Card. As an occasional user, I agree to comply with the following terms and conditions regarding my use of the Card.

- I understand that I am being trusted with a valuable tool – a Purchasing Credit Card – and will be making financial commitments on behalf of Bridgewater State University, and will strive to obtain the best value for the University in accordance with all state procurement regulations.

- I understand that the University is liable to JP Morgan Chase/Paymentnet for all charges made on the card.

- I agree to use this Card for approved purchases only and agree not to charge personal purchases. I understand that the Purchasing Office will audit the use of this Card and report and take appropriate action on any discrepancies in accordance with the University's Unions and Human Resources polices, up to and including terminating employment.

- I will follow the established procedures for use of the Card. Failure to do so may result in either revocation of my use of privileges or other disciplinary actions.

- I have reviewed the Credit Card Manual and understand the requirements of the Card's use.

- If the Card is lost or stolen, I agree to notify the Bank and Credit Card Administrator immediately.

_____ _____

Employee Signature Department Date

_____ _____

Department Head/Dean/Vice President Date

_____ _____

Procurement Card Administrator Date