

**Minnesota State Colleges and Universities  
Bemidji State University & Northwest Technical College  
Purchasing Card Program Cardholder Agreement**

Bemidji State University and Northwest Technical College are pleased to present you with the Purchasing Card. It represents their confidence in you as a responsible employee, entrusted to safeguard and protect university and college assets.

I, \_\_\_\_\_, as the Cardholder, hereby acknowledge receipt of a Purchasing Card issued through Bemidji State University and Northwest Technical College, a copy of System Procedure 7.3.3 and the BSU/NTC Purchasing Card Procedures. The last 4 digits of my card number are \_\_\_\_\_. As a Cardholder, I agree to the following conditions regarding my use of the Purchasing Card.

1. I understand that by using the Purchasing Card, I will be making financial commitments on behalf of Bemidji State University and Northwest Technical College who will be liable for all authorized charges made with my card.
2. I will strive to obtain the best value when purchasing merchandise and/or services with the Purchasing Card.
3. I agree to use the Purchasing Card only for authorized purchases and in an appropriate manner, as defined in System Procedure 7.3.3, Credit Cards, and Purchasing Credit Card Program Procedures for Bemidji State University & Northwest Technical College.
4. I understand that I may not use the Purchasing Card for any personal or private interests not otherwise eligible for reimbursement under Minnesota State Colleges and Universities policies, and agree not to use it for any prohibited purpose.
5. I understand that the Purchasing Card is for my sole use and that I may not allow any other person to use it.
6. I understand that improper or fraudulent use of this Purchasing Card may result in revocation of the card and disciplinary action, termination of employment at Bemidji State University and criminal prosecution, as well as reimbursement for the unauthorized use of the Purchasing Card.
7. I understand that my use of the Purchasing Card is subject to monitoring and audit by Bemidji State University, Northwest Technical College, and MnSCU without notice to me.
8. I understand that Bemidji State University and Northwest Technical College may terminate my right to use the Purchasing Card at any time for any reason. I agree to return the card to Bemidji State University and Northwest Technical College immediately upon request, upon termination of employment, or reassignment to another position.
9. I agree to submit all receipts, a signed copy of the issuing bank's monthly account statement, and all other necessary documentation within five (5) working days of receipt of the monthly statement.
10. If the card is lost or stolen, I agree to immediately contact and notify U.S. Bank Customer Service at 1-800-393-3526 and the Purchasing Office at 218-755-2044 or 218-755-2050.

**EMPLOYEE:**

My signature below indicates that I have read the System Procedure 7.3.3 and the Purchasing Credit Card Program Procedures for Bemidji State University & Northwest Technical College, and this agreement, and that I understand and agree to be bound by the same, and any subsequent amendments or addenda, for as long as I am a Purchasing Cardholder.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_  
(for identification purposes only)

Department: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Office Address: \_\_\_\_\_

**SUPERVISOR:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_