



PURCHASING DEPARTMENT
Procurement Cardholder Agreement

Babson College is pleased to present you with a new Procurement Card.

I, _____, hereby acknowledge receipt of a Babson College Procurement Card, number _____.

I acknowledge receipt of the Procurement Card User Guide and confirm that I have read and understand its terms and conditions.

As a cardholder, I agree to comply with the policies and procedures of the Procurement Card User Guide. I understand that Babson College is liable to U.S. Bank for all charges made by me.

As the holder of this Procurement Card, I agree to and accept responsibility for the protection and proper use of this credit card as outlined in the Procurement Card User Guide. I understand that I am the only authorized user for the Procurement Card indicated above. I understand that the College will audit the use of the card. I understand that I cannot use the Procurement Card for personal expenses.

I further understand that improper use of the card may result in disciplinary action, up to and including termination of employment. Should I fail to use the card properly, I authorize Babson College to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow Babson College to collect any amounts owed to me if I am no longer employed by the College.

I understand that Babson College may terminate my right to use this Procurement Card at any time for any reason. I agree to return the Procurement Card to Babson College immediately upon request or termination of employment.

Name:

Last 4 Digits of Social Security Number:

Department Name/Location:

Babson Extension:

Email Address:

Signature:

Date: