

# DARTMOUTH

## Corporate Card Cardholder Agreement

As the holder of this Dartmouth College Corporate Card:

### I acknowledge:

- That I am responsible for the protection and proper use of the Dartmouth Corporate Card in accordance with the terms and conditions outlined within this agreement.
- That I will read the following policy and ask questions if I do not understand the contents:
  - Dartmouth Business Expense Policy: <https://policies.dartmouth.edu/policy/business-expense-policy>

### I agree:

- To comply with the terms and conditions of this Agreement and the provisions of the Dartmouth Business Expense Policy as acknowledged above.
- That I will only use this card for purchases allowed under the Dartmouth Business Expense Policy.
- I am required to immediately reimburse Dartmouth for any expenses which are not allowed under the Business Expense policy, including any personal expenses which are not allowed on this card. If I do not provide reimbursement within 90 days of the date of the transaction, my card will be put on hold. In addition, pursuant to New Hampshire statute RSA 275:48, I authorize Dartmouth to withhold any reimbursement due from me from my final paycheck when my employment with Dartmouth ends.
- To provide documentation, where required, supporting the business purpose of all charges (including who, what, when, where and why).
- To prepare or have prepared my expense reports w 15 business days of the expense date or the end of travel and must be settled within 90 days of the expense date or from the end of travel.
- If I have not submitted an expense report within 90 days of an expense being incurred, I am not authorized to use the card until the report is up to date and Dartmouth may put the card on hold until the account is up to date.
- To immediately notify JP Morgan Chase (800-270-7760) and Procurement Services if my card is lost or stolen. If my card is subsequently found, cut in half, and send to Procurement Services.
- All expenses incurred using my card will comply with all of Dartmouth's policies and procedures.
- If my card is used for meals and incidentals while traveling, I am not entitled to the "per diem" reimbursement as well.

### I understand:

- That Dartmouth College may terminate my right to use this card at any time for any reason, and I agree to return my card to Procurement Services immediately upon request or upon termination of employment.
- That improper use of my card may result in disciplinary action, up to and including termination of my employment.
- The Corporate Card is designed for payment of travel and entertainment expenses. However, if the need arises to purchase a good or non-travel related service on the corporate card, I must follow the requirements of the current PCard Program and no good over \$4,999 may be purchased on the corporate card. <https://policies.dartmouth.edu/policy/procurement-card-program-policy>

Cardholder Signature

Print Name

Date

# DARTMOUTH

## JPMORGAN CORPORATE CREDIT CARD APPLICATION FORM

Employee Information				
Full Legal Name (limit 24 characters)				Net ID
Department Name	Position Title	Work Phone	Mother's Maiden Name	Citizenship
Card Mailing & Billing Address 1 <i>(no PO Box)</i>	Card Mailing & Billing Address 2	City	State	Zip
Accounting Information <i>(Contact your Department Administrator or Fiscal Officer for guidance)</i>				
Monthly Cycle Credit Limit:		(\$15,000 max- higher amounts must be approved by Procurement Services)		
Monthly Cycle Cash Limit:		<i>(Only allowed for OCP &amp; DCAD, Maximum allowed is \$2,500 per month cycle)</i> <i>(All others need Controller's approval, Maximum allowed is \$500 per monthly cycle)</i>		
Explain cash purpose needs for all others		<b>Controller's Signature</b>		
Employee approval				
I agree to accept responsibility for the proper use and protection of the Dartmouth College Corporate Card in accordance with the agreement above. I further understand that Procurement Services may cancel my Corporate Card at any time for any reason.				
Employee Signature		Date		
Card Application Submission Process				
<p>After completing and signing the Card Application Form, submit it through the General Request eForm by following these steps:</p> <ol style="list-style-type: none"> <li>1. Visit <a href="http://www.dartmouth.edu/finance/forms-policies-systems/forms_library/eformlibrary.php">www.dartmouth.edu/finance/forms-policies-systems/forms_library/eformlibrary.php</a> and choose the General Request eForm.</li> <li>2. Select "Credit Card Application" as the Request Type.</li> <li>3. Enter the cardholder's name in the Request Explanation field.</li> <li>4. Attach the completed and signed Card Application Form.</li> </ol> <p>The General Request eForm must be routed for approval by the Department Head and Fiscal Officer.</p> <ol style="list-style-type: none"> <li>5. Enter the Last Name and First Name of the President, Vice President, Dean, Director, or Department Head approver, select their name, and click "Add Approver."</li> <li>6. Enter the Last Name and First Name of the Divisional Fiscal Officer, select their name, and click "Add Approver."</li> <li>7. Click "Submit" to send the General Request eForm to the first approver after completing all the steps.</li> </ol>				
<b>TO BE COMPLETED BY PROCUREMENT SERVICES</b>				
Procurement Services, in collaboration with Payroll, will provide the card company with your SSN and DOB on file.				