

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 60 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 within 30 days of returning from a trip or weekly in the case of non-travel purchases.
- If I have not submitted an expense report within 60 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



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 (no PO Box)	Card Mailing & Billing Address 2	City	State	Zip
Accounting Information (Contact your Department Administrator or Fiscal Officer for guidance)				
Monthly Cycle Credit Limit:		(\$15,000 max- higher amounts must be approved by Procurement Services)		
Monthly Cycle Cash Limit:		(Only allowed for OCP & DCAD, Maximum allowed is \$2,500 per month cycle) (All others need Controller's approval, Maximum allowed is \$500 per monthly cycle)		
Explain cash purpose needs for all others		Controller's Signature		
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">1. Visit www.dartmouth.edu/finance/forms-policies-systems/forms_library/eformlibrary.php and choose the General Request eForm.2. Select "Credit Card Application" as the Request Type.3. Enter the cardholder's name in the Request Explanation field.4. Attach the completed and signed Card Application Form. <p>The General Request eForm must be routed for approval by the Department Head and Fiscal Officer.</p> <ol style="list-style-type: none">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."6. Enter the Last Name and First Name of the Divisional Fiscal Officer, select their name, and click "Add Approver."7. Click "Submit" to send the General Request eForm to the first approver after completing all the steps.				
TO BE COMPLETED BY PROCUREMENT SERVICES				
Procurement Services, in collaboration with Payroll, will provide the card company with your SSN and DOB on file.				