

## Procurement Card Terms & Conditions

Cardholder agrees to accept responsibility for the protection and proper use of the Dartmouth College Procurement Card in accordance with the terms and conditions below:

1. The Cardholder agrees to provide the supporting receipts from the vendor for each transaction to the appropriate primary reconciler in the department or the appropriate Finance Center. Failure to report or document any purchase may be deemed an improper use of the Procurement Card.
2. If the card is lost or stolen the Cardholder shall immediately notify JP Morgan Chase Bank (1-800-270-7760) whose representatives are available 24 hours a day. When placing the call please advise the Bank's representative that the call is regarding a Dartmouth College Procurement Card. The Cardholder should also notify Roxanne Zola at 603-646-2435. A card that is subsequently found by the Cardholder after being reported lost shall be shredded.
3. THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD. Cardholder understands that they shall be personally liable for any intentional improper use of the Dartmouth Procurement Card and agrees to obtain a direct credit from the vendor for the intentional improper charge(s) to the Procurement Card and make payment via another payment source. Intentional improper use would include personal purchases and/or prohibited purchases that are outlined in the [Procurement Card Program Policy](#). (Improper use resulting from a lost or stolen card that is immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase is excluded from this clause). The Cardholder understands that their intentional improper use of the Dartmouth Procurement Card may be cause for disciplinary action by Dartmouth, including termination, and that intentional improper use of the Dartmouth Procurement Card may subject the Cardholder to criminal prosecution. The Cardholder understands that Dartmouth may withhold amounts attributable to intentional improper use by the Cardholder from any paycheck or other Dartmouth check which may be payable to the Cardholder.
4. The Cardholder understands that should their employment with their current Dartmouth employer terminate for any reason, [Procure-to-Pay@dartmouth.edu](mailto:Procure-to-Pay@dartmouth.edu) must be notified immediately to cancel the Dartmouth Procurement Card and the Dartmouth Procurement Card shredded.
5. The Cardholder also understands that Dartmouth may withdraw authorization to use the Dartmouth Procurement Card and require the return of the Dartmouth Procurement Card at any time for any reason.
6. The Cardholder understands that use of the Dartmouth Procurement Card is only for the purchase of commodities for use in official Dartmouth business, subject to individual card limits. All purchases must comply with [Dartmouth policies](#) and regulations, as well as any additional policies the Cardholder's Department might implement in the use of the Dartmouth College Procurement Card. The following items **MAY NOT** be purchased with the Dartmouth College Procurement Card; however, this list is not all inclusive (see the [Procurement Card Program Policy](#) for additional details):

Cash Advances	Cash Cards (credit cards that are like cash)
Alcoholic Beverages	Meals in restaurants: no sit-down service is allowed
Travel & Entertainment related expenses including cabs, taxis, subways, car rentals, buses, train, hotel fees - including room rentals for conferences, airfare, shuttles, meals in restaurants, etc.	Internal to Dartmouth College, e.g. Hanover Inn/PINE See the <a href="#">policy</a> for the full list
Catering - where service is provided by the vendor	Annual contract maintenance
Prescription drugs and controlled substances	Radioactive and hazardous materials (*)
Automotive gasoline	Consulting services
Construction and renovations	Animals
Office furniture (**)	Non-Dartmouth related purchases (personal use)

(\*) Please contact Environmental Health & Safety regarding hazardous materials.

(\*\*) Please contact Denise Moses in Procurement Services

7. The Cardholder acknowledges by their signature to this agreement, that they have received training in the proper use of the Dartmouth College Procurement Card; have received, read, and understand the [Dartmouth College Procurement Card Program Policy and Procedures](#); and have read and understand this agreement.

8. The Cardholder further understands that they are responsible for notifying Procure-to-pay at (603) 646-2435 upon transferring to another department or terminating employment from Dartmouth.

**DARTMOUTH COLLEGE  
PROCUREMENT CARD AUTHORIZATION FORM**

Name of Cardholder (limit 24 characters)	2nd Line Embossment (limit 24 characters)

**Cardholder Personal Identification Information**

Mother's Maiden Name	Home Phone Number	Country of Citizenship	Dartmouth Employee ID
Home Address 1 (no PO Boxes)	Home Address 2	City	State      Zip

**Cardholder Work Information**

Work Address 1 (no PO Boxes)	Work Address 2	City	State      Zip
Department Name	Position Title	Work Phone	

On-Line Credit Card Approvers Name & Employee ID\* or Finance Ctr Name  
\*This should not be the name of the cardholder

Approver's Phone Number

**CARD AUTHORIZATION ~ TO BE COMPLETED BY DEPARTMENT**

Dollar Limit Per Purchase: \_\_\_\_\_ (\$4999 is the maximum allowed single purchase amount)  
Monthly Cycle Credit Limit: \_\_\_\_\_ (\$15000 max- higher amounts must be approved by Procurement Services)

**CHART STRING TO USE AS DEFAULT ACCOUNT**

Entity(2)	Org(3)	Funding(6)	Activity(6)	SubActivity(4)	Natural Class(4)

**Employee approval**

I agree to accept responsibility for the proper use and protection of the Dartmouth College Procurement Card in accordance with the terms and conditions above. I further understand that Procurement Services may cancel my P-Card at any time for any reason.

**Cardholder's Signature**

**Date**

**President, Vice President, Dean, Director or Department Head approval**

I hereby authorize Procurement Services to issue a Dartmouth College Procurement Card to the above referenced individual. I understand that the department is responsible for the proper use of the card and to maintain proper record-keeping for all card transactions. I further understand that I am responsible for notifying the College's Purchase Card contact upon this employee's transfer to another department or termination of employment with the College. Failure to notify Procurement Services of an employee's departure will result in the Department being held accountable for all purchases incurred after termination of employee

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Divisional Fiscal Officer approval**

I hereby authorize the issuance of a P-Card to the above named individual. I agree to support all Dartmouth College P-Card policies and understand that Procurement Services may cancel a P-Card at any time, for any reason.

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TO BE COMPLETED BY PROCUREMENT SERVICES**

Procurement Services, in collaboration with Payroll, will provide the card company with your SSN and DOB on file.