

## 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 cut in half and discarded.
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 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 Agreement. (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 the intentional improper use of the Procurement Card may be cause for disciplinary action, including termination, and that intentional improper use of the 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 amount which may be payable to the Cardholder.
4. The Cardholder understands that should their employment with their current Department terminate for any reason, the Procurement Card and purchase documents must be returned to the Department's Primary Reconciler or Finance Center.
5. The Cardholder also understands that Dartmouth may withdraw authorization to use the Procurement Card and require the return of the Procurement Card at any time for any reason.
6. The Cardholder understands that use of the 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 procedures, as well as any additional policies the Cardholder's Department might implement in the use of the Procurement Card. The following items **MAY NOT** be purchased with the Procurement Card:

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 Dartmouth Purchases – including Hanover Inn (Pine), Computer Store, Dartmouth Athletics Tickets, Hopkins Center, etc.
Catering – unless the vendor is on the Approved Food Providers List	Items/services for other than College related purposes (personal use)
Prescription drugs and controlled substances	Annual contract maintenance
Automotive gasoline	Radioactive and hazardous materials (*)
Construction and renovations	Consulting services
Animals	

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

Please refer to the [Procurement Card Program Policy](#) for the complete list of items that may not be purchased with the Procurement Card.

7. The Cardholder acknowledges by their signature to this agreement, that they have received training in the proper use of the Procurement Card; has received, read, and understands the [Dartmouth Card Program Policy](#); and has read and understands this agreement.
8. The Cardholder further understands that they are responsible for notifying Procurement Services at (603) 646-2435 upon transferring to another department or terminating their employment with Dartmouth.

## JPMORGAN PROCUREMENT CARD APPLICATION FORM

Employee information					
Full Legal Name (limit 24 characters)			2nd Line Embossment (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
Transaction Allocation Information					
Name of Employee and Net ID* or Finance Center Responsible for Credit Card Transaction Allocation *This may not be the cardholder					Phone Number
Accounting Information (Contact your Department Administrator or Fiscal Officer for guidance)					
Dollar Limit Per Purchase: _____ (\$4,999 is the maximum allowed single purchase amount)					
Monthly Cycle Credit Limit: _____ (\$15,000 max- higher amounts must be approved by Procurement Services)					
Chart String to be used as Default Account (Contact your Department Administrator or Fiscal Officer for guidance)					
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.					
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>					
TO BE COMPLETED BY PROCUREMENT SERVICES					
Procurement Services, in collaboration with Payroll, will provide the card company with your SSN and DOB on file.					