

Stockton University Credit Card Agreement

Name on card: _____

To ensure the appropriate use of the credit card program established for and issued to authorized Stockton University employees to conduct the business of the University,

I _____ (Cardholder/Employee), Z# _____ agree to the following terms and conditions:

- I will use the credit card only for approved University purposes and ensure that its use complies with all University Policies and Procedures;
- I understand that I am responsible for the physical safekeeping of the credit card and any information relating to the credit card and its use. I will not disclose any information regarding the credit card or its use to anyone other than the issuing credit card company, designated University personnel and vendors as appropriate;
- I understand that it is my responsibility to report immediately to the issuing credit card company and the University if I discover fraudulent charges posted to the account or if the credit card is lost or stolen;
- I understand that it is my responsibility to review and provide adequate documentation to support all charges on the account, and all transactions must be reconciled within 30 days of the post date;
- I understand that cash advances or cash equivalents are prohibited under this procedure;
- I understand that the card is not to be used for any personal obligations or purchases;
- I understand that merchandise purchased using the credit card is to be delivered to a Stockton University campus location;
- I understand that the credit card is not to be used for contracted services or services provided on campus;
- The University is sales tax exempt, and taxes are not to be paid for merchandise purchased using the credit card; the University's tax letter is available for distribution to the vendor;
- I have read and accept the responsibilities outlined in the Stockton University credit card procedures and all other University policies.

In accepting the Stockton University credit card issued in my name, I agree to the terms and limitations placed on the use of the card. I understand that I will be personally responsible for any unauthorized charges that I make with the card. I understand that any unauthorized use of the card will result in revocation of card privileges, and/or disciplinary action, and Stockton University reserves the right to demand immediate employee reimbursement and take steps necessary to recover payment from me for such charges or any damages resulting from misuse.

By signing below, I have certified receipt of the University issued credit card:

(Print Name of Employee)

(Signature of Employee)

(Date)

Official use

Distributed by

Date