



Purchasing Cardholder Agreement

I, the undersigned, as a Cardholder, agree to comply with the terms and conditions of this Agreement and all applicable NMIMT Policies and Procedures including but not limited to:

- ☐ Approved and Prohibited Use of the Card
- ☐ Purchasing Card Record Keeping
- ☐ Placing an Order
- ☐ Reporting Lost and Stolen Cards
- ☐ Reconciling of Monthly Statements
- ☐ Change in Employment Status

I acknowledge that I have been trained in the use of the Purchasing Card and understand the above mentioned Policies and Procedures, located at <http://www.nmt.edu/purchasing-policies>.

I understand that I cannot use the Purchasing Card for personal items and that the Purchasing Card may only be used to purchase items for NMIMT business purposes.

I understand that I am responsible for the security of the Purchasing Card and I agree that I will not allow others to use my Purchasing Card or database password. I agree that I will approve all of my transactions, reconcile and turn in the monthly Statement with all proper documentation by the end of each cycle (dates will be provided by the Purchasing Card Administrator).

I further understand that improper use of the Purchasing Card may result in disciplinary action, up to and including termination of employment. Should I use the Purchasing Card for personal items, I authorize NMIMT to deduct from my salary or from other monies owed me, an amount equal to the total of the personal purchases. I also agree to allow NMIMT to collect any amounts owed by me even if I am no longer employed by NMIMT. I agree that NMIMT has the right to charge me for any legal fees or collection costs for any amounts that I owe.

I understand NMIMT may terminate my Purchasing Card privileges at any time and for any reason without giving me notice of such termination.

I agree to return the Purchasing Card immediately upon request / change in employment status.

As stated above, I agree I have attended training set-up through the Purchasing Card Administrator. At this time I reviewed the Purchasing Card Procedures Manual, including: the Purchasing Card Uses - Restricted and Purchasing Card Uses - Prohibited lists, and the Purchasing Card Waiver Form. I have also been trained in the Bank of America Payment2Works Program. I have been offered a hard copy of each form and have been trained in how to access these items online. I have also read and understand all of the above.

Applicant:

Signature _____ Date _____

Printed Name _____ Phone _____

Department _____ Email _____

Campus Address _____

	Signature	Printed/Typed Name	Date
Purchasing Card Administrator	_____	_____	_____