



## Gas 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
- Gas 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 Gas Card and understand the above mentioned Policies and Procedures, located at:

<http://www.nmt.edu/finance/purchasing/pcard.php>

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

I understand that I am responsible for the security of the Gas Card and I agree that I will not allow others to use my Gas Card, PIN number 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 Gas Card Administrator).

I further understand that improper use of the Gas Card may result in disciplinary action, up to and including termination of employment. Should I use the Gas 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 Gas Card privileges at any time and for any reason without giving me notice of such termination.

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

As stated above, I agree I have attended training set-up through the Gas Card Administrator. At this time I reviewed the Gas Card Procedures Manual, including: the Gas Card Uses - *Restricted* and Purchasing Card Uses - *Prohibited* lists, and the Gas Card Waiver Form. I have also been trained in the Bank of America the Works 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 Name**

**Date**

Gas Card  
Administrator \_\_\_\_\_