



PROCUREMENT CARD CARDHOLDER AGREEMENT

The Procurement Card is to be used only to make purchases at the request of and for the legitimate business benefit of the College.

The Procurement Card must be used in accordance with the provisions of the Procurement Card Program Manual and in accordance with policies and procedures established by the College.

Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Procurement Card will be required to reimburse the College for all costs associated with such improper use.

I agree to comply with the terms and conditions of this Agreement and all applicable CNM policies and procedures.

I agree to return the Procurement Card immediately upon request or upon change in employment status.

Card Received by: _____
Cardholder Name (Please Print)

Cardholder: _____ Date: _____
Signature

Procurement Card Account Number: _____

Monthly Credit Limit: _____

Program Administrator: _____ Date: _____
Signature