

“Cardholder Agreement” to Accept the SLCC Travel Card (T-Card)

The U.S. Bank VISA Travel Card represents SLCC’s trust in you. You are empowered as a College employee to safeguard SLCC assets and the public trust. Your signature below is verification that you have read these Travel Card Procedures and responsibilities and will comply with them:

1. I understand the T-Card is only for SLCC approved travel expenditures and I agree not to charge personal purchases.
2. I understand improper or personal use of the T-Card will be considered misappropriation of SLCC funds and misuse may result in cardholder probation, disciplinary action, or termination of employment.
3. If the T-Card issued in my name is lost or stolen I will immediately notify U.S. Bank by phone and confirm the notification in writing by email or fax to the T-Card Administrator in the SLCC Controller’s Office.
4. I will immediately surrender the T-Card upon cessation of employment with SLCC.
5. I understand the T-Card is issued in my name. I will not knowingly allow any other person to use the card or authorize charges using the T-Card number. I understand I am accountable for any and all charges against the T-Card issued in my name.
6. I understand all charges will be directly billed to and paid by SLCC. I understand U.S. Bank cannot directly accept monies from me and therefore agree not to charge personal purchases.
7. I understand the T-Card is SLCC property and agree to comply with all internal control procedures designed to account for transactions and protect SLCC assets. I also understand I may be asked by various SLCC authorities to produce the card for validation or provide receipts and statements for auditing purposes.
8. I understand I will receive a monthly credit card statement/bill and am responsible for reconciliation and ensuring all charges are valid purchases made by me and are supported by receipts. I understand I am not responsible for payment, but do agree to promptly resolve any discrepancies or fraudulent charges by contacting either the supplier or U.S. Bank.
9. I understand charges made against the T-Card are automatically assigned to a default index number specified by management, and that I am responsible to timely allocate the charges to the appropriate index and account number as approved for each travel trip.
10. I understand T-Cards are not issued to all employees and card assignment is based on my need to travel on College business. I understand the T-Card issued to me can be revoked for any reason at any time. I understand the T-Card is not an entitlement nor reflective of job title or position.
11. I voluntarily accept personal responsibility for adhering to this cardholder agreement and all received T-card procedures. I understand my supervisor(s), director(s) or management does not have the authority to override the cardholder agreement or the T-card procedures, nor am I obligated to follow a directive from a superior that would require me to breach the cardholder agreement or T-card procedures. I will report immediately to the T-Card administrator any incidences of tactics by a superior asking me to engage in actions contrary to this agreement.

Employee Name (PLEASE PRINT)

Employee Signature

Date

The signature of the T-Cardholder’s BCM (or supervisor if cardholder is a BCM) on this “Cardholder Agreement” is verification the BCM/supervisor understands these procedures and will timely review and approve the cardholder travel expense reports and credit card packets, and see that travel expenses are not paid by the College and also reimbursed to the employee traveler. The BCM/supervisor accepts responsibility and shared accountability for the cardholder’s T-Card transactions ensuring charges are for valid business purposes and are properly documented in the T-Card packets and travel settlement reports.

Supervisor Name (PLEASE PRINT)

Supervisor Signature

Date