

Cardholder Agreement

Introduction

Amherst College has entered into an agreement with Bank of America that provides qualified employees with a Purchasing Card to make small dollar purchases of selected materials & supplies (including shipping, handling, and tax). Using the Purchasing Card benefits the College and Cardholder through:

- ♦ Promptly paying our suppliers
- ♦ Reducing overall processing costs

The policies contained in this agreement and in the supplemental Cardholder Guide must be followed by Cardholders as guidelines for conducting the College's business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines

- ♦ Cardmember Definitions: Purchasing cards are issued at the discretion of the Program Administrator to qualified employees.
- ♦ Ownership and Cancellation of the Purchasing Card: The Purchasing Card remains the property of Bank of America. It may not be transferred to, assigned to, or used by anyone other than the assigned Cardholder. Bank of America or the College may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Purchasing Card upon request, to the College or any authorized agent of Bank of America. Use of the Purchasing Card or account after notice of its cancellation may be fraudulent and may cause Amherst College to take legal action against you.
- ♦ Spending Limits: Each Purchasing Card has pre-set spending limits which may not be exceeded under any circumstances. Please refer to your New Cardholder Account Form for your pre-established limit. The Purchasing Card should be used whenever possible for charging materials and services costing less than your established limit, (including shipping, handling and tax). **NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PURCHASING CARD.**
- ♦ Approved Purchases: Only authorized purchases of supplies and equipment with a total cost not to exceed your pre-set limit are allowed. The Purchasing Card may not be used for meals, travel, entertainment or payment of services.
- ♦ Purchasing Card Abuse: Abuse of the Purchasing Card will result in revocation of the Card and appropriate disciplinary action which may include termination. Policy violations include, but are not limited to:
 - ♦ Purchasing items for personal use
 - ♦ Failure to return the Purchasing Card when terminated, or upon request
 - ♦ Failure to maintain proper records in accordance with the guidelines

Usage

For additional specific guidelines, the Purchasing Card Cardholder must refer to the “Cardholder Guide” which is distributed with the Purchasing Card and by this reference is made part of this agreement.

Receipts & Recordkeeping

It is the Purchasing Cardholder’s responsibility to obtain transaction receipts from the supplier each time the Purchasing Card is used. The Cardholder must confirm that no sales tax has been charged since Amherst College is exempt from paying sales tax in Massachusetts. Individual receipts are to be submitted on a weekly basis to the department’s designated on-line approver.

Once the charges have been approved and reconciled, receipts must be attached to a bi-monthly Cost Allocation Detail Report. These reports must be run by *posting date*. Bi-monthly reporting periods include transactions posted from the 1st of the month through the 15th, and from the 16th through the end of the month. Each report with attached receipts must be forwarded to Deborah Tymkowiche in the Comptroller’s Office by the 3rd business day following the end of the respective reporting period.

Disputed Items

It is the Purchasing Card Cardholder’s responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit be applied on subsequent statements. The “Cardholder Guide” contains specific guidelines for handling dispute resolutions.

Protecting the Purchasing Card

The Purchasing Card is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

- ♦ **Validation/Safekeeping**: Sign the card immediately upon receipt. When the expiration date has passed and/or after you have received a new Purchasing Card, cut the old Purchasing Card in half and dispose of it. Make sure the Purchasing Card is returned to you after each charge and verify that the returned card has your name on it. Carbon sheets should be retained or destroyed.
- ♦ **Lost/Stolen Purchasing Cards**: If the Purchasing Card is lost or stolen, contact the Program Administrator. If the Program Administrator is not available, call Bank of America’s toll free number 1-888-449-2273.