

## Corporate Credit Card Cardholder Agreement

I acknowledge receipt of a Northeastern University Corporate Credit Card. I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Travel & Expense Policy and/or Purchasing Policy available on the University's Website ([www.northeastern.edu/ap](http://www.northeastern.edu/ap)). I confirm that I have read and understand its terms and conditions, and that I have attended a video training session where an Accounts Payable representative has explained the proper use of the card and the responsibilities associated with accepting the Corporate Credit Card. I understand that these policies may subsequently be revised and that it is my responsibility to remain current with these changes.

As the cardholder, I acknowledge that the Corporate Credit Card is Northeastern University property to be used for authorized University business only. I accept responsibility for the protection and proper use of this credit card as outlined in the Agreement and the above stated policies.

I agree to:

- Access Concur monthly (link found within MyNortheastern)
- Reconcile monthly all travel and expense charges including detailed and proper documentation to support purchases;

I understand that:

- I cannot use the Corporate Credit Card for personal purposes;
- I cannot use the Corporate Credit Card for the restricted commodities listed in either policy;
- Commodities, where University-wide Agreements are in place, must be purchased from the contract suppliers; and
- Corporate Credit Card use is subject to audit and may be suspended for failure to comply with the terms of this Agreement.

I further understand that improper use of this corporate card may result in disciplinary actions. In the event of my failure to use the Corporate Credit Card properly, I authorize Northeastern University to deduct from my salary or from any other amounts payable to me, an amount equal to the total cost of the purchases deemed improper by the University, and the cost of any investigations undertaken to establish the extent of the improper use. I also agree to pay Northeastern University any amounts owed by me even if I am no longer employed by the University. If Northeastern University initiates legal proceedings to recover amounts owed by me under this Agreement, I understand and agree that I am liable for any attorney fees, costs and expenses incurred by Northeastern University in such proceedings.

I understand that Northeastern University may terminate my use of this Corporate Credit Card at any time for any reason. I agree to return the Corporate Credit Card to Northeastern University immediately upon request or upon termination of employment.

**Cardholder :** Your signature on this form is your acknowledgement that you accept and will abide by the terms of this agreement.

Print Name: \_\_\_\_\_ NUID #: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Campus Address: \_\_\_\_\_ Campus Phone #: \_\_\_\_\_

Supervisor/Department Head's Name: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
(please print )

Last 5 Digits of Corporate Card #: \_\_\_\_\_

(We cannot release your card unless all fields above are completed.)