

**MINNEAPOLIS COLLEGE OF ART AND DESIGN**  
**Commercial Purchasing Card**  
**Cardholder Agreement**

1. I understand that the Credit Card is the property of MCAD. I will not allow others to use my Credit Card and will ensure that my Credit Card is kept securely at all times.
2. I am being entrusted with a powerful and valuable tool - a corporate credit card - and will be making financial commitments on behalf of MCAD. I will strive to obtain the best value on behalf of MCAD.
3. I understand that under no circumstances will I use the Credit Card to make personal purchases, either for myself or for others. I agree that the Credit Card may be only used for business expenses.
4. I will endeavor to obtain receipts, which reflect the amount of sales/use tax paid to the vendor and which details the items purchased.
5. I will review my online account activity. For all expenditures state the business purpose upload supporting receipts and add account codes.
6. I understand that failure to do so will result in temporary suspension of my use privileges and/or may result in either my purchases being reported as income to me or my purchases being considered personal purchases, therefore requiring me to reimburse MCAD.
7. I understand that my credit card statements and receipts may be subject to random audits by the Business Office and I may be expected to provide proof of receipt of product or goods or verify services rendered.
8. I am aware of my credit card credit limits and will abide by those limits.
9. I agree that if I should willfully violate the terms of this agreement and use of the credit card for personal use or gain, that I will reimburse MCAD for all incurred charges and any fees related to the collection of those charges.
10. If the card is lost or stolen, I will immediately notify Old National Bank by telephone at 1-800-844-1720 and the MCAD program administrator [credit\\_cards@mcad.edu](mailto:credit_cards@mcad.edu).
11. I acknowledge that I have received an MCAD credit card issued in my name on the date below.

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Employee Sign

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Date

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Employee Print Name