

**SIMPSON COLLEGE  
PROCUREMENT CARD AGREEMENT**

Your participation in the Simpson College Procurement Card Program with MBNA America is a convenience and privilege that carries inherent responsibilities. Although the procurement card will be issued in your name, it is Simpson College property and should be used with good judgment. Your signature below verifies that you understand the Procurement Card guidelines outlined below and agree to comply with them.

1. Procurement Cards are provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. The card is for business-related purchases only; personal use of the card is strictly prohibited.
3. You are responsible for all charges made against your card.
4. Improper use of the card is considered misappropriation of Simpson College funds which may result in termination of card privileges or lead to additional disciplinary action including possible termination of employment.
5. All charges are billed directly to and paid directly by Simpson College. Any personal charges on the card could be considered misappropriation of Simpson College funds since the cardholder cannot pay MBNA America directly.
6. Cardholders are expected to comply with internal control procedures in order to protect Simpson College assets. This includes keeping receipts, maintaining a transaction log, reconciling monthly billings and following proper card security measures.
7. Cardholders are responsible for reconciling their monthly statements and resolving any discrepancies by contacting the appropriate vendor or MBNA America.
8. The department head shall assign the monthly card limit. The department head shall also assign a departmental account number to which charges are to be made. The account number can be corrected for individual charges by changing it on the monthly transaction log.
9. Lost, stolen or misplaced cards or fraudulent use of a card should be reported immediately by notifying MBNA America at (800) 673-1044 as well as Procurement Services.
10. A cardholder must surrender his/her card upon termination of employment or when he/she assumes duties that do not require use of a card.

Transaction Limit	Monthly Credit Limit	Cardholder Printed Name
		Cardholder Signature
		Date
	Cabinet Officer Approval	Department Head Approval
	Date	Date
Departmental Account Number Assigned		Cardholder Phone Ext. _____

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**For Procurement Office use:**      Approved Spending Strategies:

Date Ordered \_\_\_\_\_      Date canceled \_\_\_\_\_