



**Attachment II: Cardholder Agreement**

I, \_\_\_\_\_, hereby acknowledge receipt of a Jefferson American Express corporate card. As a cardholder, I agree to comply with the terms and conditions of this Agreement, the American Express Cardholder Agreement and all applicable Jefferson policies.

As a Cardholder, I accept responsibility for the protection and proper use of this card as outlined herein. I understand that this corporate card is to be stored in a secure location at all times and may only be used by me. I agree to use this card for approved business expenses **only** and understand that I CANNOT use the corporate card for any personal expenses or for purchase of any supplies or services that should be initiated through the Jefferson procurement process.

I understand that Jefferson WILL audit the use of this corporate card and that I must complete a monthly reconciliation of card expenses in accordance with the Jefferson published reconciliation calendar. I understand that failure to reconcile accordingly will cause expenses to be considered of a personal nature, requiring direct payment to American Express.

I further understand that improper use of this card will result in disciplinary action including, but not limited to, repayment of improper charges, revocation of card privileges and termination of employment.

I understand that Jefferson may terminate my right to use this card at any time, for any reason. I agree to return the card to Jefferson immediately upon request or termination of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Campus Key: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_