Brown University
Bank of America Purchase Card/Mastercard
Cardholder Agreement

As an approved cardholder of a Brown University Corporate Card ("Card"):

I acknowledge that I have:

- Received, reviewed, and understand the Card training materials; and
- Reviewed and understand the Card Policy.

I understand that:

- Brown University may terminate my privilege to use a Card at any time, for any reason.
- Improper use of the Card issued to me may result in disciplinary action, up to and including termination of my employment; and
- Charges must be reviewed & approved/processed monthly.
- Charges not in compliance with the Brown University Expense Reimbursement policy and left outstanding for longer than 60 days from the date the expense was incurred or from the end of travel (if applicable) will be considered gross income subject to tax withholding and will be processed through payroll and reported on the cardholder's W-2 form, and
- Personal purchases on the Card are not acceptable. Any personal purchases on this card will be deducted from my pay.

I agree to comply with the following:

- All purchases made with a Card must comply with all applicable laws, regulations, sponsor requirements, if applicable, and University policies and procedures; and
- All purchases made with a Card must be for legitimate University business; cardholders must document the business purpose of Card charges; and
- Cardholders must make Card purchases within their dollar and transaction limits;

  cardholders must ***not*** split transactions in an attempt to circumvent single purchase dollar limits; and
- Cardholders must ***not*** share their Card with anyone else; and
- Cardholders must ***not*** use their Card to make purchases from or issue payments to any individuals or companies in an embargoed country unless they receive prior approval from the Director, Export Control Licensing; and
- Cardholders must ***not*** submit for personal reimbursement any purchases made on a Card; and
- All cardholders must document all Card transactions, as directed, in a timely manner as outlined in the Brown University Expense Reimbursement Policy. This includes a business purpose and a receipt. The cardholder may be assisted by their designated financial coordinator; and
- All purchases made with a Card must comply with the procurement policies documented on the Finance Division website, including the restricted purchases list documented in the Purchase Card Policy, unless the cardholder receives prior approval from the Card Administrator; and
- Cardholders must comply with the University's conflict of interest policy,
- All cardholders must immediately notify the Card Administrator and the issuing bank if their Card is lost or stolen.

Name_____ Date_____
print or type

Signature _____