

# UNIVERSITY of NORTHERN COLORADO

## CARDHOLDER AGREEMENT

I am being provided with a University of Northern Colorado (UNC) Visa card to use for UNC-related purchases and/or travel. I understand that UNC may withdraw my authorization to use the card, close or suspend the card, and/or require that I return the card at any time, and may do so without cause or prior notice.

- I agree to use the UNC Visa card in compliance with all UNC policies and I agree to only make appropriate UNC-related business purchases.
- I agree not to use the UNC Visa card for travel-related expenses unless I have submitted a completed, approved UNC Travel Authorization Form to Purchasing.
- I understand that the UNC Visa card issued to me is for my use only; the card or any information from the card that allows a transaction to be made cannot be loaned, transferred, or used by anyone but me.
- I agree to provide supporting receipts from the merchant for each transaction and to make all receipts and other supporting documentation available to UNC at any time for review or audit.
- I agree to appropriately secure my UNC Visa card against loss or theft, and to immediately notify Wells Fargo at 1-800-932-0036 and the Purchasing Department at 970-351-1612 if my card is lost or stolen.
- I agree that I will not make personal purchases on the card. I understand I am personally liable for any improper or disallowed use of the UNC Visa card, including all fees, costs, interest, and attorney fees incurred by UNC as a result of my improper or disallowed use.
- I understand that if my employment with UNC terminates for any reason, I must immediately stop using the UNC Visa card and return the card to the UNC Purchasing Department. I am also responsible for reimbursing UNC for any travel-related purchases I may have made for travel scheduled to occur after my employment with UNC ends.
- I understand that all my UNC Visa card transactions are subject to review by the Purchasing Department, other UNC internal departments and internal or external auditors.
- I understand that all UNC Visa card transactions are subject to the Colorado Open Records Act (C.R.S. 24-72-201 to 24-72-309), which allows my card transactions to be requested and potentially published in any forum.

If the UNC Visa card is used for personal items or for unauthorized or undocumented purchases, I hereby agree to personally pay either UNC or the merchant for such charges, or hereby authorize UNC to deduct from my paycheck (charge to my tuition account for students) the amounts necessary to pay for these charges. I understand that I will be notified prior to any deduction and given reasonable opportunities to explain and appropriately resolve any issues around improper or disallowed transactions before any deductions would occur.

I certify by my signature that I have read, understand and agree without exception to abide by the terms and conditions of this Agreement, and by the terms and conditions of use as delineated in the UNC Visa Card Guidelines, and all subsequent revisions of same. I certify that I have been appropriately trained in the use of my UNC Visa card, and that I have received a copy of the UNC Visa Card Guidelines.

I understand that this cardholder agreement supersedes any previous cardholder agreements that I signed.

Printed Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_