Turtle Mountain Community College

Cardholder Agreement

Cardholder Eligibility

Employees who travel frequently on business for TMCC can request a credit card to the business office. Each individual Cardholder must sign the Cardholder agreement, which will be retained in the Business office.

Cardholder Responsibilities

1. Safeguard the card
2. The Card is to be used for College business only
3. Obtain appropriate authorization prior to use
4. Turn in all receipts to the business office.
5. Other individuals are not allowed to use the card
6. Immediately report a lost or stolen card to the Business office
7. Return card to the Business office upon termination or if the card is no longer needed for the employee’s position.

Card Termination

A credit card account will be closed if a cardholder:

1. Moves to a new position not requiring travel or no longer needs a card in their current position.
2. Terminates college employment
3. Uses the card without prior approval
4. Fails to produce receipts or documentation in a timely manner
   Uses the credit card for personal purchases

Cardholder Agreement

By signing this agreement the cardholder agrees to the credit card policy. The Cardholder also authorizes the College to withhold from the Cardholder’s paycheck any amounts that have not been submitted for payment with appropriate documentation and any fees associated with late submissions.

________________________  _______________
Employee Signature        Date

____________________
Employee Name (Please Print)