



I am being provided with a College of New Jersey (TCNJ) P-Card card to use for TCNJ-related purchases and/or travel. I understand that TCNJ 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 TCNJ P-Card in compliance with all TCNJ policies and I agree to only make appropriate TCNJ-related business purchases.
- I agree not to use the TCNJ P-Card for travel-related expenses unless I have submitted a completed, approved TCNJ Travel Authorization Form to Purchasing.
- I understand that the TCNJ P-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 TCNJ at any time for review or audit.
- **I agree to appropriately secure my TCNJ P-Card against loss or theft, and to immediately notify Wells Fargo at 1-800-932-0036 and either Card Program Administrator (Cherese Rucker x2186 or Debra Watson x2526) and Campus Police x2167 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 TCNJ P-Card, including all fees, costs, interest, and attorney fees incurred by TCNJ as a result of my improper or disallowed use.
- I understand that if my employment with TCNJ terminates for any reason, I must immediately stop using the TCNJ P-Card and return the card to the Office of the Treasurer. I am also responsible for reimbursing TCNJ for any travel-related purchases I may have made for travel scheduled to occur after my employment with TCNJ ends.
- I understand that all my TCNJ P-Card transactions are subject to review by the Office of the Treasurer, Purchasing Department, Internal Auditor and or external auditors.
- I understand that all TCNJ P-Card transactions are subject to the New Jersey State Open Public Records Act (OPRA) N.J.S.A. 47:1A-1 et seq., which allows my card transactions to be requested and potentially published in any forum.

If the TCNJ P-Card is used for personal items or for unauthorized or undocumented purchases, I hereby agree to personally pay TCNJ for such charges, or hereby authorize TCNJ to deduct from my paycheck 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 TCNJ Procurement Card Guidelines and Procedures and all subsequent revisions of same.

I certify that I obtained the necessary training in the use of my TCNJ P-Card, and that I have received a copy of the TCNJ Procurement Card Guidelines and Procedures.

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

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Employee Name (Print)

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WellsOne Commercial Card Account # **(last 4 digits)**

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Employee Signature

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Date