Bank Street
College of Education

Business Office
610 West 112th Street
New York, New York 10025
www.bankstreet.edu

COLLEGE CREDIT CARDHOLDER RECEIPT AND AGREEMENT

I,_____, hereby acknowledge receipt of the following
(Name of Cardholder)

credit card: _____ / XXXX - XXXX - XXXX - _____
(Type of Credit Card) (Credit Card Number)

I understand that improper use of this card may result in disciplinary action, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement.

I understand that by using this card, I will be making financial commitments on behalf of the Bank Street College of Education ("College") and that the College will be liable to
_____ for all charges made on this card.
(Name of Credit Card Company)

I will strive to obtain the best value for the College when purchasing merchandise and/or services with this card and use the sales tax exemption form. I will not use the credit card for regular operating expenses, except as explicitly approved.

As a holder of this College card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. Card numbers should not be distributed beyond the cardholder's designee and should not be saved in online accounts to which others have access.

The cardholder is responsible for ensuring the credit card purchases are within budget and properly approved. Receipts need to be turned in to the Business Office by the due date noted, generally, no later than one week of the closing date of the statement. Physical receipts should be taped to a sheet of 8.5 X 11" plain paper, with the amount matching the statement circled. Any receipts for meals or entertainment must be the detailed receipt and clearly indicate the names of all persons attending the meal and the business purpose of the meeting.

The College card cannot be used for cash advances or personal or non-business related purchases. If the card is used for personal purchases or for purchases for any other entity, the College will be entitled to reimbursement from me of such purchases. The College shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

I will return the card to the Chief Financial Officer, upon demand, during the period of my employment. I further agree to return the card immediately upon termination of employment. I understand that the card is not to be used for personal purchases.

Signature _____ Date _____
(Cardholder)

Signature _____ Date _____
(Cardholder Receiver)

Business Office/Finance Department use only:

Signature _____
(Credit Card Administrator)

Date _____