



## APPENDIX A: CARDHOLDER AGREEMENT

Please read the Swarthmore College Purchasing Card (PCard) Policy. Acknowledge below that you understand the requirements for cardholders as described and agree to accept the following terms and conditions associated with having the Swarthmore College PCard issued by Bank of America:

1. As described in the PCard Policy, the card must only be used for College business expenses.
2. Timely reconciliation of the PCard statement is expected monthly. All receipts must be uploaded to the Bank of America Works software. Failure to submit receipts, or other satisfactory documentation, of College business expenses, may result in your personal liability for the unsubstantiated balance. In signing this form, you authorize the College to make a payroll deduction, to withhold the amount equal to an unsubstantiated balance on the PCard that has been deemed to be for your personal expenses as described above.
3. When you terminate employment with the College, you are required to return your PCard along with any original receipts not yet submitted to the PCard Administrator, no later than your last day of employment.
4. Failure to comply with the terms of the Swarthmore College PCard program as outlined in the Swarthmore College PCard Policy may result in forfeiture or voiding of the PCard.
5. Improper use of the Swarthmore College PCard may result in disciplinary action up to and including termination from your position with Swarthmore College.

I have read and understand the Swarthmore College PCard Policy, agree to accept the cardholder and/or departmental approver responsibilities, and agree to the terms and conditions described above.

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Employee Signature

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Date

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Employee Name (Printed)

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Date