



AGREEMENT OF INDIVIDUAL CARD USER

As an authorized user of the Visa Purchasing Card, I understand that I am responsible for making purchases with the Visa Purchasing Card issued to me and that such purchases must be in connection with my employment with, for the benefit of, and authorized by Carleton College. I agree to strive to obtain the best value for all purchases, adhering to College policy and guidelines. Upon departure from the College, I will surrender the purchasing card immediately.

I have attended the required purchasing card training and I am aware of and understand the card policies and procedures referenced through the Business Office website and Carleton College Campus Handbook. I understand that I am responsible for reviewing my charges in a timely manner on the Wells Fargo Online Portal. I understand that I am accountable for all transactions made with my card and that I will contact Wells Fargo immediately if the card is lost or stolen.

Carleton College is liable for all charges that occur from the time the purchasing card is lost or stolen until the time the loss is reported to Wells Fargo. I understand that if I do not immediately notify Wells Fargo bank, my department will be held liable for any fraudulent activity.

I understand that the following items constitute misuse of the Visa Purchasing Card and that any misuse may result in the revocation of my privileges to be a Visa Purchasing Card holder.

Misuse of the Visa Purchasing Card includes the following:

- Purchase of unauthorized items
- Purchase of personal expressions of gratitude/sympathy in the form of gifts, flowers, birthday cakes, etc. Contact College Relations for this type of item to be sent on behalf of the college.
- Use of the Visa Purchasing Card by someone other than the established card user who does not have an agreement on file in the Business Office.
- Fraudulent receipts or failure to provide receipts
- Failure to review my transactions in a timely manner
- Failure to identify and reimburse personal transactions (full or split) in a timely manner.

I understand that personal charges must be reimbursed immediately or allocated as a personal expense through Wells Fargo Commercial Card Expense Reporting (CCER) Personal Expense Repayment system.

Misuse of the Visa Purchasing Card will result in the repayment by the individual employee or the repayment being withheld from the individual's paycheck. Carleton College retains the right to take further action, whether in the form of disciplinary action, termination of employment, and/or legal prosecution, in the event of gross misuse or fraud involving Carleton College funds.

Carleton has the right to collect any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc. The laws of the state of Minnesota shall govern the enforceability of deductions.

Name of User _____

Date _____

User's Signature _____

Department _____