

## Corporate Card Cardholder Agreement

Participation in the MasterCard Corporate Cards Program is a convenience that also carries cardholder responsibilities. This card is for the payment of Vanderbilt business expenses related to the individual whose name is printed on the physical card. This credit card is Vanderbilt University property and must be used only for appropriate and authorized university business.

As the cardholder of a Vanderbilt corporate card, I agree to the following terms and conditions:

1. The corporate card is provided to employees based on their need to routinely incur business-related purchases. I understand that the card may be revoked at any time based on change of assignment business need, transfer of home departments, or upon termination from Vanderbilt University.
2. I understand that I may not use the corporate card for personal, family or household purposes or for any purpose that is not directly for the benefit of Vanderbilt. Further, the corporate card may be used only for valid and lawful purposes.
3. I understand that I am accountable for all charges made against the corporate card.
4. I understand that I may not request or receive cash back from suppliers as a result of exchanges, rebates, and refunds or for any other reason.
5. I understand that improper use of the corporate card can be considered misappropriation of company funds, which may result in disciplinary action.
6. I understand that all transaction data, supporting documentation, and reconciliations will be subject to audit by Vanderbilt University, external auditors, and government agencies.
7. I am responsible for complying with internal control procedures in accordance with Vanderbilt policies, to protect the University's assets. This includes obtaining appropriate receipts and supporting documentation, reconciling every expense within the appropriate online expense reporting system timely, allocating the expenses to the appropriate General Ledger COA string, and following proper credit card security measures.
8. I am responsible for contacting our corporate card provider to resolve any discrepancies (customer service number provided on the back of the card). I am responsible for completing all corporate card provider procedures to resolve any issues.

9. I am responsible for ensuring the corporate card, card number, PIN, and other account information are protected from theft or loss. I will not provide the complete card number in electronic communications transmitted through insecure channels such as email, direct message, fax, or text. I will immediately notify the corporate card provider and Expense & Payment Cards team of any loss, risk to, or improper use of the card or card information.
  
10. I will surrender the card to my immediate supervisor upon demand or upon my termination of employment with the university. I will destroy any card in my possession linked to any terminated account. Beyond that point in time, no further use of the account is authorized.
  
11. I have reviewed and understand the [Vanderbilt One Card Policy](#), [Vanderbilt Travel & Expense Policy](#), my business unit, school, division, and department policies. I am responsible for remaining current on all these policies as they relate to the use of the Vanderbilt Corporate Card.

I understand that any violation of the terms of this agreement may result in disciplinary or civil and criminal legal action. I understand that I will owe Vanderbilt an amount equal to the total of any discrepancies, of the total amount of any personal gain, and/or of any fees related to the collection of such money. I understand that Vanderbilt may seek to collect this money from me even if I am no longer employed by Vanderbilt University.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_