



Herkimer

THE STATE UNIVERSITY OF NEW YORK

CARDHOLDER AGREEMENT & ACKNOWLEDGEMENT FORM

The Herkimer County Community College M&T Visa Credit Card issued to you is subject to the following terms and conditions:

1. I am being entrusted with the M&T Visa Credit Card and will be making financial decisions on behalf of Herkimer County Community College. I must strive to obtain the best value for Herkimer County Community College by using reputable and proven vendors.
2. I understand that I am the only person authorized to use the card issued to me and that I am responsible for all payments made with the card, which will be for authorized business-related items on behalf of Herkimer County Community College.
3. I understand that Herkimer County Community College is liable to Visa for all card charges.
4. I agree to use this card for business purchases only and must not charge personal items. Herkimer County Community College will audit the use of this card and take appropriate action on any discrepancies.
5. I agree to follow the procedures and guidelines established by Herkimer County Community College for the use of the card. Failure to do so could result in revocation of my use privileges or other disciplinary action, including termination of employment.
6. I understand I am required to read and adhere to the College Credit Card Policy.
7. I will return the card upon request or upon termination of employment (including retirement).
8. I am responsible for ensuring that the card issues to be and the card number are reasonably protected from unauthorized access, theft, or loss and for following proper credit card security measures.
9. If the card is lost or stolen, I will notify the Purchasing Agent and M&T Bank Visa customer service immediately.
10. I understand that Herkimer County Community College is **tax exempt** and all purchases on the M&T Visa Credit Card must exclude taxes.
11. Herkimer County Community College may change these terms and conditions or its policy and procedures concerning use of the card and I must comply with those changes.

As a Herkimer County Community College employee who has been issued a card, I have read, understand, and agree to the terms and conditions stated above.

Cardholder Name (Print)

Cardholder Signature

Date