

Yeshiva University

Cardholder Agreement

Your use of the JP Morgan Chase Purchasing Card issued to you is subject to the following terms and conditions. You must comply with the terms and conditions as part of the terms and conditions of your employment.

1. You are being entrusted with a valuable tool - a corporate charge card - and will be making financial commitments on behalf of Yeshiva University.
2. You understand that Yeshiva University is liable to JP Morgan Chase for all charges made on the Card.
- 3. You must use this Card for approved purchases *only*. A Cardholder who makes an unauthorized purchase with the Purchasing Card, as defined in Sections 3.0 and 4.0, uses the Purchasing Card in an inappropriate manner or fails to follow the policies and procedures established by the University for the use of the Purchasing Card may result in disciplinary action up to and including termination of employment and criminal prosecution. Should the Cardholder use the Purchasing Card for personal items, the card privileges will be immediately revoked. Yeshiva University will audit the use of this Card and report and take appropriate action on any discrepancies.**
4. You must return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change, which causes your charge account to change, you must return the Card and arrange for a new one, if appropriate.
5. If the Card is lost or stolen, you must notify your Program Administrator and JP Morgan Chase immediately.
6. You understand that you must abide by the University's Purchasing Ethics and Conflict of Interest Policy.
7. Yeshiva University may change these terms and conditions or its policy and procedures concerning the use of the Card and you must comply with those changes immediately.

As the employee being issued the Card, I have read and understand the terms and conditions stated above.

Name of Employee

Employee Signature/Date

As the employee's Card Manager, I acknowledge that I am responsible to ensure that the employee abides by the above conditions. I am responsible for taking appropriate action in situations involving misuse of the Card. I am responsible for canceling Cards if the Cardholder is terminated for any reason, or if the Cardholder transfers to another unit within Yeshiva University. I am also responsible for making certain that any reports I receive are checked for accuracy.

Name of Card Manager or Vice President

Signature of Card Manager or Vice President/Date