

Cardholder Agreement
Rensselaer Polytechnic Institute
Credit/Debit Card

Rensselaer Polytechnic Institute (“Rensselaer”) is pleased to present you with an Institute Credit/Debit Card (“The Card”). This Card represents Rensselaer’s trust in you to make certain purchases, and with this trust comes the responsibility to protect Rensselaer’s assets.

I, _____, hereby acknowledge receipt of Rensselaer Credit/Debit Card number _____.

As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Rensselaer Credit/Debit Card Procedures. I acknowledge I have received training regarding the established procedures and confirm that I have read and understand the terms and conditions. I understand that Rensselaer is liable to our issuing bank for all charges I make using The Card.

I accept responsibility for protection and proper use of The Card as outlined in this Agreement and in the procedures found on the Office of Finance website. I understand that The Card may be used only for authorized Institute business in accordance with Institute Policies and State of New York laws, and that no personal expenses are to be charged to The Card. I also understand that The Card may not be used to purchase various restricted items as described in the procedures.

I further understand that improper or fraudulent use of The Card may result in disciplinary action, up to and including termination of employment. I agree to allow Rensselaer to collect any amounts owed by me for improper purchases, by payroll deduction or any other method deemed appropriate by the Institute, even if I am no longer employed by Rensselaer. Should I fail to use The Card properly, I authorize Rensselaer to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If Rensselaer initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by Rensselaer.

I understand that Rensselaer may terminate my right to use The Card at any time for any reason. I agree to surrender The Card immediately upon request.

I HAVE READ THE ABOVE INSTRUCTIONS AND I UNDERSTAND THE CONDITIONS OF THIS AGREEMENT.

Cardholder:

Signature/Date

Print Name

Card Number/Expiration Date

_____ Identification Verified (initial)