

**Cardholder Agreement**  
**Rensselaer Polytechnic Institute Purchase/Travel Card**

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Rensselaer Polytechnic Institute (“Rensselaer”) is pleased to present you with a Purchase/Travel 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 Purchase/Travel 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 Purchase/Travel Card Policies and Procedures Manual (“Manual”). I acknowledge I have received training regarding the policies and procedures established, the availability of the web-based Manual and confirm that I have read and understand its 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 Manual. 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 Manual.

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)