CARDHOLDER T- CARD AGREEMENT

Collin College is pleased to present you with a Collin College T-Card. It represents the District's trust in you and your empowerment as a responsible agent to safeguard and utilize the card according to district policy.

I, _____, hereby acknowledge receipt of Collin College, JP Morgan Master Card with the card number ending in _____. As an approved cardholder, I agree to comply with the terms and conditions of this agreement and the Collin College T-Card Manual.

I acknowledge receipt of this Agreement and affirm my understanding of the District policies, procedures, terms and conditions. I understand that Collin College is liable to MasterCard for all Collin College charges.

I understand Collin College may terminate my rights to use this card at any time for any reason. I agree to return the card to the Business Office immediately, if requested.

I agree to use this card for approved college purchases only and agree not to charge any personal purchases. I understand the Collin College Business Office will audit the use of this card and report any discrepancies.

I understand any improper use of this card may result in disciplinary action, up to and including possible termination of employment. I agree to pay restitution to Collin College for any charges or fees determined to be inappropriate.

I authorize Collin College to deduct from my salary or from any other amounts payable to me by the College, an amount equal to the total charges and other expenses related to improper use. I also authorize Collin College to collect any amounts owed by me in connection with the purchasing card even if I am no longer employed by the College, and I agree to pay any legal expenses incurred by Collin College if the College initiates any actions or proceedings against me to recover amounts owed by me in connection with the purchasing card.

I acknowledge that I have been provided a copy of the Collin College T-Card Manual and certify that I have attended T-Card Training.

Initial Pick-up Signature: **Renewal Pick-up Signature:**

_____   _____
Signature   Signature

_____   _____
Printed Name   Printed Name

_____   _____
Date   Date