



**Acceptance of Credit Card Responsibilities
for Petty Cash Card**

By signing below, I hereby acknowledge, understand and accept the following:

- I am in receipt of a Princeton University VISA credit card. As a Cardholder, I agree to comply with the requirements of the Princeton University Credit Card Program Policy. The complete manual is available at the following location: <http://web.princeton.edu/sites/TreasurersOffice/Purchasing/pncbankpolicies.html>
- I hereby acknowledge the receipt of said manual and confirm that I have read and understand the terms. I understand that Princeton University is liable to the credit card company for all approved cash withdrawals that I make as a Cardholder.
- I agree to use this card for Princeton University approved purchases only, and agree not to use this card for personal purposes. I understand that Princeton University will audit the use of this card and report any discrepancies.
- I understand that Princeton University may terminate my privilege to use this card at any time as a result of abuse or failure to use the card consistent with established policy. I also agree to return the card to Princeton University immediately upon request or upon my termination of employment.
- I understand that the monthly bank statements must be reconciled and retained for audit purposes. The monthly reconciliation and all supporting documents must be signed by both the individual card holder and their supervisor and forwarded to the Controller's Office (6th Floor, New South Building) for review.
- I understand that policy changes may be made as circumstances make them necessary and if there are revisions, they will be addendums to this document and will be applicable, even if they are not signed for in this agreement.

Cardholder Signature: _____

Print Cardholder Name: _____

Date: _____