

## Gas Cardholder Agreement

I, the undersigned, as a Cardholder, agree to comply with the terms and conditions of this Agreement and all applicable NMIMT Policies and Procedures including but not limited to:

- Approved and Prohibited Use of the Card
- Gas Card Record Keeping
- Placing an Order
- Reporting Lost and Stolen Cards
- Reconciling of Monthly Statements
- Change in Employment Status

I acknowledge that I have been trained in the use of the Gas Card and understand the above mentioned Policies and Procedures, located at:

<http://www.nmt.edu/finance/purchasing/pcard.php>

I understand that I cannot use the Gas Card for personal items and that the Gas Card may only be used to purchase items for NMIMT ~~business~~ transactions, reconcile and turn in the monthly Statement with proper documentation by the end of each cycle (dates will be provided by Administrator).

I further understand that improper use of the Gas Card may result in disciplinary action, up to and including termination of employment. Should I use the Gas Card for personal items, I authorize NMIMT to deduct from my salary or from other monies owed me, an amount equal to the total of the personal purchases. I also agree to allow NMIMT to collect any amounts owed by me even if I am no longer employed by NMIMT. I agree that NMIMT has the right to charge me for any legal fees or collection costs for any amounts that I owe.

I understand NMIMT may terminate my Gas Card privileges at any time and for any reason without giving me notice of such termination.

I agree to return the Gas Card immediately upon request / change in employment

As stated above, I agree I have attended training set-up through the Gas Card Administrator. At this time I reviewed the Gas Card Procedures Manual, including: the Gas Card Uses - *Restricted* and Purchasing Card Uses -