

**SPRINGFIELD COLLEGE
PROCUREMENT CREDIT CARD PROGRAM**

STUDENT CARDUSERS AGREEMENT

The Office of Student Activities is pleased to give you the *privilege* of using the ProCard Procurement Credit Card. It represents the College's trust in you and your empowerment as a responsible student club e-board member to safeguard and protect the assets of the club, the Office of Student Activities and the College.

I, _____, hereby acknowledge *permission to use* a Springfield College Procurement Credit Card (ProCard) as a member of the following student club(s): _____.

As an authorized *Student cardusers*, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Procurement Credit Card User Guide (The' Guide') provided, and as such Guide may subsequently be revised. I have attended a ProCard training session, acknowledged receipt of the Guide, confirm that I have read and understand its terms and conditions. I understand that the aforementioned student clubs are liable to the Office of Student Activities for all charges made by me.

As a user of the ProCard, I agree to accept responsibility for the protection and proper use of this credit card as outlined in this agreement, the Guide. I further agree to use this card for official student club purchases only and **WILL NOT** use it for personal purchases. I also agree to maintain proper documentation supporting the legitimate business purpose of all charges. I understand that the Student Activities & Leadership Office **WILL** audit the use of the ProCard, and that I **CANNOT** use the ProCard for the unauthorized purchases listed in the Guide.

I further understand that improper use of this credit card may result in disciplinary measures, up to and including the **LOSS OF PROCARD PRIVILEGES**. If I use this credit card to make charges which are improper in whole or in part, I understand that I will be responsible out of my own personal resources for any such improper charges. I agree to repay any such improper charges promptly upon receiving from the Office of Student Activities a written notice and demand for repayment of any such improper charges. Further, I hereby authorize the Office of Student Activities to place a class registration hold on my student account in the event that the Office of Student Activities does not receive repayment of such improper charges from me within ten (10) calendar days after my receipt of said notice and demand. I also agree to allow the Office of Student Activities to initiate actions against me with the Student Judicial System should I so fail to pay. If the Office of Student Activities initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the Office of Student Activities and/or Springfield College in such proceedings.

I understand that the Office of Student Activities may end my privilege to use this credit card at any time for any reason. I agree to return the credit card to the Office of Student Activities immediately upon request.

Signature:

Date: