

**Dominican University Fifth Third Corporate Card Program Employee
Acknowledgement of Responsibilities**

**AGREEMENT TO ACCEPT THE FIFTH THIRD MASTERCARD ISSUED BY DOMINICAN
UNIVERSITY**

Dominican University is pleased to present you with the corporate card (DU Credit Card). Please review, sign and submit the form electronically.

I understand that the card is issued in my name, and I am responsible for any and all charges made on the Card.

I agree to use this card for approved university business purchases only (see list of allowable charges below).

I will maintain the DU Credit Card with appropriate security at all times.

I understand that I must notify Dominican and Fifth Third Bank immediately if my card is lost, stolen, or misplaced. Failing to do so could result in personal liability for card purchases.

- Discrepancies are to be resolved by contacting the merchant directly, or contacting Fifth Third Bank at (800)375-1747 within 60 days of the post date.

I understand that since the DU Credit Card is Dominican University property, I will be required to comply with internal control procedures designed to protect the university. This includes:

- being asked to produce the DU Credit Card to validate its existence
- providing itemized receipts to my supervisor, the business office, and/or to auditors
- submitting timely expense reports (within 10 days of the close of the billing cycle) with supporting documentation to substantiate all business expenses

I understand that improper use of the DU Credit Card and/or violation of this agreement may result in termination of credit card privileges and personal liability. Furthermore, Dominican University reserves the right to recover any amounts due from the cardholder as result of misuse of the card.

I understand that Dominican may periodically evaluate the credit card program which may result in the adjustment of credit limits and/or revocation of the card.

I agree to return the DU Credit Card to Dominican University immediately upon request or upon separation of employment.

I agree to comply with the terms and conditions of this agreement.

I understand that Electronic or digital signatures will be accepted as an equivalent handwritten signature.

I will pick up my card in the
Business Office, Lewis 234

Cardholder Signature

Send my card via campus mail

Title/Department

Date

ALLOWABLE EXPENSES	UNALLOWABLE EXPENSES
<ul style="list-style-type: none">• All business travel-related expenses (e.g., airfare, car rentals, taxis, hotels, meals, gas for rental cars, etc.)• Business meals (the purchase of alcohol is prohibited, except when the cardholder is entertaining guests for university-related business purpose (e.g. guests, speakers, fund raising, vendors, etc.))• Professional books, periodicals and other business subscriptions (e.g., magazines and newspapers)• Membership dues to business related professional organizations• Registration fees for seminars, conventions, training courses, etc.• University-owned vehicle expenses (no personal vehicle expenses, including gas)• Art supplies• Facilities fees• Hardware supplies• Lab equipment and lab supplies• Parking (while on university business)	<ul style="list-style-type: none">• Payments to Independent Contractors• Cash advances (ATM)• Expenses for spouse or person accompanying a the employee or babysitting fees• Airline upgrades• Fuel for personal vehicles (a Mileage Expense Reimbursement form should be submitted)• Personal care items or personal entertainment• Alcohol- Narrow exceptions for University sponsored events. All exceptions require advance approval from the department Supervisor• Purchases of goods in excess of \$5000 should NOT be on the Card unless approved by the Business Office• Vehicle purchase or lease• Traffic/parking violations

Please note: This list is not exhaustive. Any questions about whether or not a purchase should be put on the DU Credit Card should be directed to the Business Office.