HUMBER COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCE LEARNING
EMPLOYEE ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS
FOR THE USE OF THE CORPORATE PROCUREMENT CARD

I,_____, hereby acknowledge receipt of the Procurement Card (hereafter referred to as the "Card") issued to me by the Bank of Montreal. I acknowledge that this Card has been issued to me to make purchases in the course of my regular duties with Humber College. I fully understand that purchases made using this Card are for business purposes only as authorized by a departmental manager with expenditure approval authority, in accordance with the College procedures for Purchasing and business Expense Reimbursement (located on the Humber Policy and Procedure website at www.humber.ca/policies/). I further agree that should any purchases appearing on the Card violate College policies or procedures, Humber College is authorized to recover such costs from my salary or any other monies owed to me.

Additionally, I understand and agree that:
- The Card will not be used for personal purchases or cash advances
- Goods or services which I obtain with the Card cannot be returned for a cash refund.
- The Card may not be used to acquire contract services or for items expenditures in excess of $5,000.00 (that would be deemed "capital" in nature. *The normal purchasing requisition and approval procedures must be followed for capital purchases beyond these limits.*
- The Card will not be used for the purchase of alcohol.
- The Bank of Montreal shall not be responsible for any defect in, or the quality of, any goods or services obtained from a merchant or supplier by use of the Card. Any claim or dispute between myself and any merchant or supplier with respect to any charge, including any right to set-off or compensation, shall be settled directly between myself and the merchant or supplier. If there are challenges with respect to the validity of charges on the statement, it is advised that I will notify the Bank of Montreal and resolve the same.
- The Card is the property of the Bank of Montreal, assigned to me on behalf of the Humber College and my department and that in the event of willful or negligent default of these obligations, the Bank of Montreal shall take recovery action, deemed appropriate, that is permitted by law. The card will also be returned upon request of either the department manager, Financial Services or the Bank of Montreal.
- I shall undertake to protect the Card and the account number and realize that it is for my business use only, not to be divulged to or used by any other person (except a merchant with whom I am transacting on behalf of the College). Should it be lost, stolen, or compromised in any manner, I shall advise the Bank of Montreal, the department manager and Financial Services immediately as per below.

NUMBERS TO CALL FOR LOST OR STOLEN CARDS WITHIN 24 HOURS OF LOSS OR THEFT:		
Bank of Montreal	- U.S. & Canada	1.800.361.3361
	- Outside U.S & Canada	416.232.8020
	(call collect)	
Card Program Contacts	- Chris Adam	416.675.6622 Ext. 4230
	- Danny White	416.675.6622 Ext. 4584
	- Emily Eyre	416.675.6622 Ext. 4205

- Copy of the electronic Monthly statements, along with the original receipts must be submitted by me to the departmental manager for approval on a timely basis. The department manager must approve all purchases made by me on the monthly billing statement. The department manager will forward the approved statement, along with purchase receipts supporting the expenditures to Accounts Payable, within 10 working days of statement. The Accounts Payable Department is responsible for the timely processing and payment of procurement card statements (invoices).
- The monthly credit limit for my Card will be established from time to time by my department   manager.
- Periodically the Purchasing Department will perform an audit on my purchases to ensure compliance with College policy and procedure.

I have read and fully understand the above responsibilities and obligations with respect to my acceptance and use of the corporate procurement card.

Date: _____ *Card Holder Signature:_____