



CalCard Program Cardholder Agreement

The CalCard user agrees to the following:

- I have read and will abide by the [CalCard Program Procedures](#), hereinafter referred to as "Procedures".
- I agree to use the CalCard credit card only for approved business expenses incurred in accordance with the Procedures.
- I understand and acknowledge that use of the card may not be delegated to anyone other than myself as the cardholder.
- I agree to read and abide by the Procedures that have been provided to me prior to the CalCard being released to me.
- I acknowledge that use of this card for any purpose other than PCCD approved business expenses is prohibited and is grounds for corrective action, up to and including termination. In addition, I must reimburse PCCD for such charges as indicated in the Procedures.
- I agree to surrender the card immediately upon retirement, termination, position change, or upon request of an authorized representative of PCCDs Business Services Department. I understand that use of the card after privileges are withdrawn is expressly prohibited, regardless of the circumstance.
- In the event of the card being lost or stolen, I agree that I will immediately notify the issuing bank by telephone. I will confirm the telephone notification by mail or facsimile to the issuing bank with a copy via e-mail to the Business Services Department.
- I understand that failure to promptly notify the issuing bank of the theft, loss, or misplacement of the credit card could result in the cardholder being held responsible for any fraudulent use of the card.

US Bank/CalCard Contact Information: US Bank I.M.P.A.C. Government Services PO Box 6346 Fargo, ND 58125-6346 Customer Service: 800-227-6736 Fax: 701-461-3910

PCCD Business Services Department: E-Mail: ACross@palomar.edu

Signatures:

Cardholder Printed Name

Approving Official Name

Signature

Signature

Date

Date