

CARDHOLDER ACKNOWLEDGEMENT OF RECEIPT, COMMITMENT & ETHICS

- Upon receipt, the cardholder must sign the College Credit Card in the space provided or on the back of the card;
- The College Credit Card must be used exclusively to pay for business expenses incurred during the course of the cardholder employee's duties;
- The cardholder may not use the College Credit Card to purchase any **personal property or goods and services that are not authorized by the College;**
- **No cash advances** may be made using the College Credit card;
- Cardholders do not have to pay their monthly balance since such balance is carried over to the master account of the College which makes a single payment for all of its cards;
- Any fraudulent use of the College Credit Card will result in its cancellation;
- In case of loss or theft of the card, the cardholder must inform Bank of Montreal and the College Procurement department immediately;
- The cardholder is responsible for keeping their card secure;
- **No person other than the cardholder, whose name is found on the card, is authorized to use the card;**
- Within ten (10) days after receiving the monthly statement of account, the cardholder is under the obligation to verify the list of monthly transactions and to notify the Procurement department in case of any discrepancy in the amounts or any unauthorized transactions.
- Within ten (10) days of receiving the monthly statement, the cardholder must submit an expense report through Workday with receipts;
- The cardholder understands that the College Credit Card will be withdrawn in the event of resignation, retirement or dismissal. In either case, the cardholder must return their College Credit Card to their manager before leaving.

ETHICS

GOAL

To ensure ethical, professional and accountable procurement activities at Algonquin College.

PERSONAL INTEGRITY AND PROFESSIONALISM

All College staff involved in procurement activities of any kind for the College must act, or be seen to act with integrity and professionalism. Honesty, care and due diligence must be integral to all procurement activities within and between the College, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. **All participants must not accept gifts and/or favours, provide preferential**

treatment, publicly endorse suppliers or products or engage in any other activity that would create or appear to create a conflict of interest.

ACCOUNTABILITY AND TRANSPARENCY

Procurement activities must be open and accountable. In particular, tendering, contracting and purchasing activities must be **fair, transparent and conducted with a view to obtaining the best value for public money**. All College staff must ensure that scarce public sector resources are used in a responsible, efficient and effective manner.

COMPLIANCE AND CONTINUOUS IMPROVEMENT

All individuals involved in any kind of procurement for the College must comply with this **Code of Ethics and the laws of Canada and Ontario**.

THE CARDHOLDER MUST READ ALL THE DOCUMENTATION THAT IS PROVIDED WITH THE COLLEGE CREDIT CARD.

CONSENT

I confirm that I have read the above policies and procedures regarding the use of the card and that I understand its provisions. I further confirm that I will comply with the rules and requirements that are posted on the College's Procurement website, specifically found at, https://www.algonquincollege.com/purchasing/bmo-college-credit-card-user-guide_august-2021/

Employee's name: _____

Signature of employee: _____

Date: _____