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OFFICE OF THE VICE PRESIDENT
 FOR ADMINISTRATION AND FINANCE

**Baruch College
 Credit Card Usage Agreement**

The guidelines below pertain to the use of all credit cards issued to Baruch College and thereafter assigned to you, the cardholder, in your capacity as an Officer of the College. When necessary, please refer to the Baruch College Expenditure Policy and Expenditure Guidelines available at http://www.baruch.cuny.edu/hr/policies_main.htm.

- The credit card shall be used only for Baruch College business expenses.
- Baruch College is a tax exempt state entity and is not subject to New York State taxes. Form AC946 (Tax Exemption Certificate), Form ST-129 (Exemption Certificate – Tax on occupancy of hotel room, etc.), or Form ST-119.1 (Exempt Organization Exempt Purchase Certificate) should be provided to vendors to indicate tax exemption.
- Store the original receipts and a copy of any other purchase documents from the items charged to submit with the payment request.
- Review each month’s statement in a timely manner and notify the Assistant to the Vice President for Administration and Finance of any incorrect charges or transactions. Late fees due to delayed submission are the responsibility of the charger. Please keep in mind, late or non-payment of bills effect the ability of the College to continue to receive credit.
- Submit a brief written notation or explanation of each transaction’s business purpose and a check request (DFG or BCF depending on funding source) with each monthly credit card statement to initiate payment.
- You are responsible for safeguarding the credit card at all times. If the credit card is lost or stolen, immediately notify the credit card company and the Assistant to the Vice President for Administration and Finance. If the credit card was stolen, contact either Public Safety (if crime was committed on campus) or the Police Department.
- Return the credit card issued to you to the Assistant to the Vice President for Administration and Finance upon your separation from the College.

I hereby acknowledge, understand and will adhere to the guidelines outlined above. Failure to comply with these conditions may result in cancellation of the credit card.

 Cardholder’s Name (please print)

 Title

 Cardholder’s Signature

 Date