

Exhibit B

**Mary Baldwin College
VISA Credit Card Cardholder Agreement**

CARDHOLDER RESPONSIBILITIES

The College VISA credit card must be used exclusively for college-related business. Misuse of the card may result in disciplinary action. Cardholder should safeguard the College credit card at all times. The cardholder must:

- Maintain the card in a secure location at all times.
- Use the card for college-related business.
- Use the card for approved expense transactions set forth in the VISA Credit Card Policy.
- Obtain valid receipts for all VISA transactions and attach to monthly statements.
- Review for accuracy and approve all transactions on the monthly VISA statement.
- Report disputed items or billing errors and follow-up to ensure credit was subsequently issued.
- Never accept cash in lieu of a credit on the account.
- Report lost or stolen credit card immediately to SunTrust at 1-800-836-8562 (or Sue Armstrong at the Business Office Ext# 7369).
- Turn in statements and receipts to Business Office by the 20th of the month once supervisor approves.
- Surrender College credit card upon terminating employment with the College.

Credit Card Account# _____

Cardholder's Name (Please print) _____

Cardholder's Signature _____

Date _____

Received By _____

Date _____