

**Acknowledgement of Responsibility and Accountability
for the NPP BMO Diner's Club Mastercard Corporate Individual Travel Card (ITC) Holder**

Section I – Cardholder's Acknowledgement of Responsibilities and Obligations

I, _____, acknowledge and understand:

that the ITC is issued to me for the sole purpose of charging official and legitimate Non- Public Property (NPP) travel expenses and to obtain cash advances from Automated Teller Machines to pay for official and legitimate NPP travel expenses;

that the ITC card is not to be used for personal expenditures;

that the terms and conditions of the "Agreement Between Corporate Card member and BMO" are in full effect and may be changed by BMO as required;

that BMO as the supplier of the card has the authority to amend and impose any user restrictions they deem appropriate to the governance and usage of their cards;

that I must register online with BMO in order to see my online statement;

that I must immediately report lost or stolen cards to BMO, and then the authorizing officer at HQ Finance Division;

that I must inform BMO and the authorizing officer at HQ Finance Division of any changes to my name and/or billing address and/or;

that I shall pay the full amount of my online statement by the statement due date and that it is my personal responsibility to ensure my ITC account does not become delinquent. Any discrepancies or billing problems will be resolved with the Supplier;

that I must return the ITC if I no longer have a requirement for NPP travel or when I am no longer employed by Staff of the Non Public Funds, CF, or am released from the Canadian Forces/retire from the Public Service;

that the ITC may be cancelled on my request or by HQ Finance Division or BMO if misused or in a delinquent status and I understand that administrative action up to and including dismissal may be taken if I willingly allow my account to become delinquent or for misuse of the card;

that delinquency reports and details of transactions may be forwarded by BMO to HQ Finance Division, or to my appropriate Manager and/or immediate Supervisor for the purpose of ensuring that I am complying with NPP policy.

Section II – Privacy Notice

I understand that by requesting and accepting an ITC, I provide consent for CFMWS to collect, maintain, use and release personal information to:

- administer the card program;
- assess, monitor and enforce compliance with NPP policy; and
- assist the credit card company in resolving disputes relating to collection of amounts owing.

Cardholder's Signature: _____ Date: _____

Failure to sign and return this form to HQ Finance Division as required will result in cancellation of the card.

Once signed, scan and email to the Authorizing Officer at finance@cfmws.com .