

**BUSINESS TRANSACTION ACCOUNT**  
**Acknowledgment of Terms of Use and Consent**

**TERMS OF USE**

**I, THE UNDERSIGNED**, hereby acknowledge that I have read and understood the following terms and conditions of use and agree to abide by them:

**Definitions**

1. In this Acknowledgment and in the Consent below:
  - a) "Authorized Purchases" means purchases made on behalf of the Province for the benefit of the Province, using the Business Transaction Account, as specified from time to time in the Core Policy and Procedures Manual.
  - b) "Bank" means the Bank of Montreal;
  - c) "BTA" or "Business Transaction Account" means the Business Transaction Account to be issued to me by the Bank pursuant to an agreement between the Bank and the Province;
  - d) "BTA Number" means the number which is issued to me by the Bank;
  - e) "Ministry" means the ministry or entity of the Province which employs me;
  - f) "Province" means Her Majesty the Queen in right of the Province of British Columbia;
  - g) "BTA Coordinator" means the individual designated by the Ministry as responsible for administering the BTA program within the Ministry;

5. I will abide by any Ministry or other policies of the Province, as published from time to time regarding use of the BTA and accounting for purchases.
6. I will immediately notify the Bank and the BTA Coordinator if the BTA number is lost, stolen, or used by unauthorized users.
7. I will promptly inform the BTA Coordinator of changes in my business address, telephone number and email address.
8. I will promptly inform the BTA Coordinator upon transfer from my position, taking leave of absence, or termination of employment.

**Cessation of Card Use**

9. I will immediately cease using the BTA upon instruction from my supervisor or manager or the BTA Coordinator.
10. I will immediately cease using the BTA should I cease to be employed by the Province.

**Assignment**

11. I will not assign or transfer the BTA.

**Account Use**

2. The BTA is not to be used for any personal purchases.
3. The BTA is not to be used to obtain cash advances.
4. The BTA is to be used to make Authorized Purchases only up to and including such transaction limits as may be specified from time to time by the Province in its sole discretion.

**CONSENT**

**I, THE UNDERSIGNED**, hereby consent for the purposes of the *Freedom of Information and Protection of Privacy Act* to:

- a) the Province and the Bank disclosing or exchanging personal information relating to my use of the BTA, including my government issued employee ID number, between one another or with any subcontractor of the Bank, for the purposes of collecting, recording, storing, auditing, reporting, and processing information relating to the use of the BTA; and
- b) the Bank or its subcontractor storing, outside of Canada, any such personal information.

PRINT NAME

GOVERNMENT EMPLOYEE ID NUMBER

SIGNATURE

DATE SIGNED

YYYY / MM / DD

**X**