

P-CARD CARDHOLDER AGREEMENT

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the provisions of the P-Card Policies & Procedures Manual provided to me. By my signature, I confirm that I have read and understand the provisions of the P-Card Policies & Procedures Manual and the P-Card Prohibited Purchases/Exceptions List. I further understand that attendance at training is mandatory prior to a P-Card being released to me.

As Cardholder, I agree to accept responsibility and accountability for the protection and proper use of the Card as outlined in this Agreement and the Manual. I understand that the P-Card is intended for the purchase of items for University related business. I further understand that the University will audit the use of the Card and it is my responsibility to verify the accuracy of the monthly statements from the Bank. I understand that I am accountable for all charges made to the Card.

If the Card is lost, stolen or misplaced, I understand that it is my responsibility to **immediately** notify the Bank, the P-Card Administrator, and the University Police.

As Cardholder, I agree to surrender the P-Card to the using department upon termination of employment or transfer between departments.. I understand that the using department has the specific obligation to reclaim the Card and return it to the P-Card Administrator prior to the termination or transfer date.

I understand that I **may not** use the P-Card for personal purchases. I further understand that the Card cannot be used for purchasing items on the Prohibited Purchases/Exceptions List. Further, where the University has approved Prime Vendor Contracts, purchases must be made from those contracted suppliers. I further understand that the P-Card is to be used only by the named Cardholder and is not to be loaned to any person.

I understand that non-adherence to any of the above procedures will result in revocation of my individual Cardholder privileges, or may result in revocation of all departmental procurement cards, and that I will voluntarily reimburse the University for any purchases which do not adhere to the University policies. I understand that improper or fraudulent use of the online reallocation system is a violation of University Policy and will be handled in accordance with the rules and regulations dealing with disciplinary action. Any need to collect debt owed the University will be done in accordance with provisions set forth in SIU Board of Trustees 2 Policies C, or under Section 10.05 of the State Comptroller's Act, as amended.

Cardholder's Name (Printed)

Cardholder's Signature

Date

As Fiscal Officer, I approve issuance of the P-Card to the above staff/faculty employee and assume overall responsibility for the Card.

Fiscal Officer's Name (Printed)

Fiscal Officer's Signature

Date

A Delegate may sign for the Fiscal Officer as long as the application is not for the Delegate. If the Cardholder requestor is the Fiscal Officer, then the Fiscal Officer Line must be signed by their immediate supervisor. This document must be sent along with the P-Card Cardholder Account Form.

Procurement Services Approval:

Richard E. Jarvis

P-Card Administrator's Name (Printed)

P-Card Administrator's Signature

Date