

Purchasing Card Cardholder Agreement

I _____ (employee name), as the Cardholder, agree to the following conditions regarding my use of The University of the South Purchasing Card:

1. I understand that by using the Purchasing Card, I will be making financial commitments on behalf of The University of the South and that the University will be liable for all charges made with the Purchasing Card.
2. I will strive to obtain the best value for the University when purchasing merchandise and/or services.
3. I agree to use the Purchasing Card only for authorized purchases and in an appropriate manner. **I will not use this card for personal purchases.**
4. I understand that should I make an unauthorized purchase with the Purchasing Card or use the Purchasing Card in an inappropriate manner, I will be subject to disciplinary action.
5. I understand that the University will monitor and audit my use of the Purchasing Card.

Cardholders who do not submit statements before the 10th of each month with documentation attached, may have their account placed on hold until the documentation is received.

My signature below indicates that I have read this agreement, understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a cardholder at the University of the South.

Employee Signature: _____ Date: _____

Department Name: _____