



Southwest Minnesota State University Purchasing Card Program Cardholder Agreement

Southwest Minnesota State University is pleased to present you with the Purchasing Card. It represents Southwest Minnesota State University's confidence in you as a responsible employee of Southwest Minnesota State University entrusted to safeguard and protect Southwest Minnesota State University's assets.

I, _____, as the Cardholder, hereby accept responsibility for a Southwest Minnesota State University Purchasing Card issued through Southwest Minnesota State University a copy of System Procedure 7.3.3 and the Purchasing Card Procedure for Southwest Minnesota State University.

As a Cardholder, I agree to the following conditions regarding my use of the Southwest Minnesota State University Purchasing Card.

1. I understand that by using the Purchasing Card, I will be making financial commitments on behalf of Southwest Minnesota State University and that Southwest Minnesota State University will be liable for all authorized charges made with the Purchasing Card.
2. I will strive to obtain the best value when purchasing merchandise and/or services with the Purchasing Card.
3. I agree to use the Purchasing Card only for authorized purchases and in an appropriate manner, as defined in System Procedure 7.3.3, Credit Cards, SMSU Purchasing Policies, and Purchasing Credit Card Program Procedures for Southwest Minnesota State University.
4. I understand that I may not use the Purchasing Card for any personal or private interests not otherwise eligible for reimbursement under Minnesota State Colleges and Universities policies, and agree not to use it for any prohibited purpose.
5. I understand that the Purchasing Card is for my sole use and that I may not allow any other person to use it.
6. I understand that improper or fraudulent use of this Purchasing Card may result in revocation of the credit card and disciplinary action, termination of employment at Southwest Minnesota State University and criminal prosecution, as well as reimbursement for the unauthorized use of the Purchasing Card.
7. I understand that my use of the Purchasing Card is subject to monitoring and audit by Southwest Minnesota State University, without notice to me.
8. I understand that Southwest Minnesota State University may terminate my right to use the Purchasing Card at any time for any reason. I agree to return the card to Southwest Minnesota State University immediately upon request, upon termination of employment, or reassignment to another position.
9. I agree to submit the completed Purchasing Card **Cardholder Activity Report, all original receipts,** and all other necessary documentation by the 15th of each month.
10. If the card is lost or stolen, I agree to immediately contact U.S. Bank Customer Service at 1-800-393-3526. Immediately after contacting U.S. Bank I agree to contact Christy Johnson, Purchasing Clerk at 507-537-6215 or Jackie Tauer, Director of Business Services at 507-537-7157.

EMPLOYEE:

My signature below indicates that I have read the System Procedure 7.3.3, the Purchasing Credit Card Program Procedures for Southwest Minnesota State University, and this agreement, understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Purchasing Cardholder at Southwest Minnesota State University.

Signature: _____ Date: _____

Print Name: _____ Employee ID#: _____