

## MSU PURCHASING CARDHOLDER AGREEMENT

Cardholder Name: \_\_\_\_\_

Department: \_\_\_\_\_ Org ID: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ MSU Net ID: \_\_\_\_\_

In consideration of my responsibility to properly steward public resources, I acknowledge and agree to the following responsibilities:

- To review, verify and reconcile my purchasing card (pcard) transactions per my Unit's reconciliation processes. A Unit's process must be consistent with the policies and procedures stated in the Purchasing Card User's Manual and the Manual of Business Procedures.
- To purchase ethically, fairly, legally and without conflict of interest in the use of my pcard.
- That the pcard may only be used by me, the cardholder, and may not be used by a third party.
- A lost/stolen pcard must be reported immediately to the bank and the Pcard Team. If the pcard is lost/stolen on Campus, I will contact the Police and Public Safety Department as well.
- That I, the cardholder, will not make personal purchases with the pcard. I further understand that improper use of the pcard may result in the revocation of my cardholder privileges and that the University will seek restitution for any inappropriate charges made to the pcard and will result in revocation and/or criminal charges up to up and including termination.
- When using Federal funds, to purchase only items specifically allowed by the funding agency and to avoid purchasing from merchants or individuals who are prohibited from contracting with the Federal Government.
- Should I terminate employment with the department and/or the University, I understand it is my responsibility to notify the Pcard Team prior to my effective transfer/termination date using the Purchasing Card Maintenance Document edit in the Finance System. I will then cut up the pcard and dispose of it.

As the pcardholder, I agree to accept responsibility for the protection and proper use of the pcard, as enumerated above. I understand that my pcard may be suspended or terminated at any time for any reason. I agree to abide by these as well as all other terms and conditions contained in the Purchasing Card User's Manual.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_