

California State University, Stanislaus Procurement Card Cardholder Agreement

Name of Cardholder:	Department:
Transaction Limit:	Monthly Limit:

The Cardholder accepts the authority and responsibility to utilize the University Procurement Card (PCard) for University expenses within the limits requested by the department. The Cardholder agrees, upon receipt of the monthly statement from US Bank, to verify the accuracy of the billings, and forward the statement with supporting itemized receipts to the Cardholder's Approving Official. The Approving Official is responsible for reviewing, signing and forwarding to the Accounts Payable Department on or before the 1st working day of the month.

If a PCard is lost, the Cardholder must notify the Bank (800-344-5696), the Approving Official, and the Program Administrator immediately. If the Pcard is stolen, the Cardholder must notify Public Safety (ext. 3114) in addition to the Bank and the Program Administrator.

The PCard must be used for University purchases only, by the named Cardholder, and must not be loaned to another employee. Should a Cardholder terminate employment with the University, the Cardholder's department is obligated to reclaim the PCard, and return it to the Program Administrator prior to the Cardholder's termination date. The cardholder may also be asked, and will agree, to surrender the card at any time deemed necessary by management.

Misuse, including, but not limited to, personal use or unauthorized use and/or fraudulent use of the card, will result in disciplinary action up to and including termination and/or civil or criminal penalties.

As holder of this PCard, I agree to accept the responsibility for the protection and proper use of this card as disclosed above and in the PCard Handbook. I understand the PCard is not to be used for the following types of purchases.

- Travel and entertainment-related expenses and advances - **Use American Express Travel Card**
(Airlines, auto rentals, hotels, railroads, travel agencies, restaurants, theaters, clubs, etc.
(except for conference registration fees))
- Alcoholic beverages
- Cash advances/Travelers Checks
- Food (except for instructionally related purposes or per University hospitality policy)
- Personal items not purchased on behalf of or for use by the University
- Services and Contracts, (repairs, maintenance agreements, leases, etc.)
- Scheduled and budgeted minor capital outlay projects or budgeted special repairs (modifications to a State or leased facility)
- Equipment over \$500.00
- Automotive gas and oil
- Gifts, gift certificates, gift cards, flowers, parties, etc. (except for instructionally related purposes or per University hospitality policy)

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document.

I certify that as a participating cardholder of the CSU Stanislaus Procurement Card Program I understand and assume the responsibilities listed above.

Signature _____ Date _____
Print Name _____ Cardholder

Signature _____ Date _____
Print Name _____ Approving Official (Individual in department authorized to approve

Signature _____ Date _____
Print Name _____ Vice President (if applicable)