

MTSU Purchasing Card Cardholder Agreement

Your participation in the MTSU Purchasing Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered University property and should be used with good judgement. Your signature below verifies that you have read and will comply with the terms outlined below.

1. The Purchasing card is provided to employees based on their need to purchase university-related supplies. A card may be revoked at any time. The card is not an entitlement nor reflective of title or position.
2. I understand that I will be making financial commitments on behalf of MTSU and will strive to obtain the best value. I am the only person entitled to use the card and am responsible for all charges made against the card.
3. I have read and will follow the University Purchasing Policies and Procedures. Failure to do so could be considered a misappropriation of University funds.
4. The card is for university-related purchases only; personal charges are not to be made to the card. Using the card for personal charges could be considered misappropriation of University funds and I am responsible for reimbursing the University for those personal charges and any fees related to the collection of those charges.
5. All charges are billed directly to and paid directly by the University.
6. Cardholders are expected to comply with Purchasing Card User Guides Procedures. This includes keeping receipts, reconciling Purchasing Card monthly statements and following proper card security measures. Failure to comply with this Agreement may result in either revocation of my use privileges or other disciplinary actions, up to and including termination of employment. The Card is the property of SunTrust Bank and MTSU. I understand that I may be periodically asked to produce the Card to validate its existence and account number.
7. I will receive a monthly statement, which will report all purchasing activity during the statement period. Since I am responsible for all charges on the Card, I will review the statement for accuracy and sign the statement as my indication that all transactions are appropriate and in compliance with University Purchasing Card Policies and Procedures. I will be responsible for resolving any discrepancies on the statement by contacting the merchant/supplier.
8. **I will obtain receipts** and maintain detailed information for each transaction. It is my responsibility (or designee) to match an appropriate receipt to each transaction on my monthly statement and retain signed statements and matching receipts for three (3) years.
9. A lost or stolen card should be reported immediately by telephone to SunTrust Customer Service at 1-(800)-836-8562. I will also notify the University's Program Administrator by telephone at (615) 898-2940.
10. I will surrender my card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

Cardholder Signature

Cardholder Printed Name

Date

Purchasing Card Number _____