

CARDHOLDER AGREEMENT FORM

This form must be signed and returned to Purchasing Services (UMC 8300) within 10 working days after the card is picked up, or the card will be closed.

Your signature on this form indicates that you understand and will comply with P-Card requirements, including the following statements. The complete policy can be read at:
<http://www.usu.edu/purchasing/pcard/index.cfm>

1. I understand that the P-Card is for University approved purchases only and that I am not allowed to make personal purchases.
2. I understand that since the card is issued in my name ("my card"), I am responsible for all charges on the card, even if I allow someone else to use my card.
3. I understand that I need to obtain and keep an itemized receipt for each purchase. An itemized receipt identifies each item purchased, as well as whether sales tax was charged.
4. I am responsible to make sure that Utah sales tax is not charged on any purchases. Tax exemption #11895815-002-STC is imprinted on the P-Card.
5. It is my responsibility to make sure that my monthly P-Card statements are reconciled and that I, as Cardholder, sign the reconciled statements. I may assign the reconciliation process to someone else as long as I continue to sign the reconciled statements.
6. My reconciled and signed statements must be reviewed and signed by my administrator (immediate supervisor). Administrators can delegate the review process to someone else as long as that person does not report to me.
7. Since the P-Card is University property, I am aware that my card usage may be audited. I am required to keep reconciled statements including all support documents, (such as itemized receipts) for five years.
8. I will immediately notify both US Bank (800-344-5696) and a P-Card Administrator (797-1788 or 797-1037) if my card is lost or stolen.
9. If I transfer to another University department or terminate employment, I agree to notify and surrender the card to Purchasing Services.
10. I understand that employee travel expenses are not allowable P-Card charges. Employee travel costs are approved and reimbursed via the Travel Authorization process.
11. Meals and entertainment charges require a Meals and Entertainment Form to be completed and kept with the itemized receipt. USU Police #516 "Meals and Entertainment" explains the requirements and includes a link to the form.

Employee Signature

Card Manager Printed Name

Last 4 digits of P-Card: _____

Date: _____

Employee Printed Name