

**PROCUREMENT CARD CARDHOLDER AGREEMENT**  
**(To be completed when the Procard is received by the Cardholder)**

I hereby acknowledge receipt of a University of San Diego Procurement Card, card number \_\_\_\_\_.  
As a cardholder, I understand and agree that use of the card is subject to the terms and conditions of this Agreement and the provisions of the Procurement Card Procedures ("Procedures"), and as those Procedures may be subsequently revised.

1. I am being entrusted with a purchasing credit card and will be making financial commitments on behalf of the University of San Diego ("University"). I will strive to obtain the best value for the University when using this card.

2. I acknowledge receipt of the Procedures and confirm that I have read them thoroughly and will comply with their terms and requirements. I understand that my use of the card is contingent upon my compliance with the terms of the Procedures, which may be changed from time-to-time at the sole discretion of the University.

3. I acknowledge that it is my responsibility to be familiar and to comply with all applicable procedures at the University that govern my use of the card.

4. I understand and agree that my use of the card is not a benefit of employment, and my permission to use the card can be rescinded or cancelled by the University at any time and for any reason in the University's sole and complete discretion.

5. If the University terminates my right to use this card, I agree to return the card to the University immediately upon request or upon notice of termination of my employment (including retirement). Should I change departments, I must return the card and apply for a new card. If my card is lost or stolen, I must notify US Bank immediately and the Procard Administrator as soon as possible.

6. I understand the University is liable to US Bank for all charges placed on my card, therefore, I will only use this card for approved and qualified purchases in accordance with current policies and the Procedures. I will not use the card for personal purchases either for myself or for others.

7. I understand that misuse of my card, including using the card for non-business transactions or failing to adhere to University policies or the Procedures, may result in disciplinary measures including suspension or termination of card privileges, suspension or termination of my employment, and/or legal action in accordance with the terms and conditions of this agreement.

8. Should I fail to use the card properly, I understand that I may be required to reimburse the University for purchases in violation of University policies or the Procedures. I acknowledge and agree that to the extent permitted by applicable law, the University, during the course of my employment, may withhold from my wages or salary any amounts owed for failing to reimburse the University. I further acknowledge and agree that to the extent permitted by applicable law, if my employment is terminated for any reason, the University may withhold from my final wages or salary any amounts owed for failing to reimburse the University. If the University engages a collection agency or initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all fees incurred by the University in such activities or proceedings.

9. I understand that I am responsible for protecting this card that is issued in my name and will not allow any unauthorized people, within or outside the University, to use it.

10. I acknowledge that I am required to consistently maintain the specific documentation outlined in the Procedures for all transactions placed on my card. I further acknowledge that I am required to consistently and promptly complete the monthly reconciliation process as outlined in the Procedures, including matching my monthly card statement to the documentation; logging my transactions on the transaction logs; submitting the transaction logs to my supervisor for written approval; and also retaining copies of all documentation for three complete fiscal years, unless a longer retention period is specified by a grant or contract.

11. I understand the University will audit the use of this card and, accordingly, will audit my compliance to the Procedures. I agree to comply with auditor requests and promptly furnish information to the auditor as required.

12. I understand that I cannot use the card for the purchase of computers; printers; furniture and furnishings; travel and entertainment; and any other restricted transactions listed in the Procedures. I understand that multiple charges or "splitting" purchases to enable transactions over \$2,500 to be processed on my card is strictly prohibited. I further understand that I am not entitled to any reimbursement for transactions placed on my card.

Cardholder Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_