



Procurement Cardholder Agreement

You are being entrusted with a Methodist University Procurement Card. The card is provided to you based on your need to make purchases on behalf of the University. It is neither an entitlement nor reflection of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of Methodist University and will strive to obtain the best value.
2. I have read and will follow the policies and procedures of the Procurement Card Program. 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.
3. I understand that under no circumstances will I use the card to make personal purchases, either for myself or for others. If personal charges are placed on the P-card by mistake, I am responsible for reimbursing the University **immediately** after the charge has been incurred (not when the statement is received or audited). If not reimbursed within thirty days, personal charges are subject to deduction from my next paycheck, which I do so authorize. I understand that repetitive use of my P-card for personal charges may result in loss of my P-card.
4. I understand that splitting purchases into multiple transactions to circumvent approved limits on my P-card is against Methodist University Procurement policies and can result in suspension of my charging privileges.
5. The card is issued in my name, and is not to be shared with anyone.
6. The card is the property of BB&T. I understand that I may be periodically asked to produce the card to validate its existence and account number.
7. If the card is lost or stolen, I will immediately notify BB&T by calling the customer service number on the back of the card (currently 1-800-397-1253). I will also notify the Card Account Manager in the Controller's Office.
8. 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 policy.
9. I will submit the statement and itemized receipts to my designated supervisor for their review and signature and ensure that my statement and receipts have been submitted and received by Procurement Services by the 20th of the month.
10. I will be responsible for resolving any discrepancies on the statement by contacting the merchant/supplier.
11. I will obtain receipts and maintain detailed information for each card transaction. It is my responsibility to match an itemized receipt to each transaction on my monthly statement, and document the business purpose if it is not clear from the receipt.
12. I will turn my card into the Card Account Manager upon resignation or termination from the University.
13. I understand that my P-card may not be used to secure grant-related expenses. All grant-related expenses require up-front approval therefore, either a corporate credit card or purchase order must be used to secure purchases of this nature.
14. It is University Policy that transactions with parties that have the potential for conflict of interest must be pre-approved. Due to the absence of up-front approval, P-cards may not be used for purchases with parties that have the potential for conflict of interest. The following vendors have been identified as parties that have the potential for conflict of interest. Therefore, P-cards may not be used for transactions with the following vendors: Darden's Greenhouse and Nursery, Michael Harrison-dba MC Bindery, Hugh Harling Photography, Methodist University Golf Shop, and others employed by the University that own/operate a business. Additionally, the P-card cannot be used at the Methodist Bookstore, Kings Grant Golf Management, or other Methodist-owned operations. A Methodist University Corporate Card can be used at these establishments (other than the Methodist Bookstore) with approval from the Accounting Office.

I have received a Methodist University Procurement Card and signed the back, reviewed the policies and procedures governing the program, and acknowledge my responsibility to adhere to such policies and procedures.

Employee Name (Print)

Last 4 digits of card

Employee Signature

Date