



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. The card is issued in my name, and is not to be shared with anyone.
3. The card is the property of Suntrust. I understand that I may be periodically asked to produce the card to validate its existence and account number.
4. If the card is lost or stolen, I will immediately notify Suntrust by calling the customer service number on the back of the card (currently 1-866-495-5411). I will also notify the Card Account Manager in the Controller's Office.
5. 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.
6. I will obtain receipts and maintain detailed information for each card transaction. It is my responsibility to match an appropriate receipt to each transaction on my monthly statement, and document the business purpose if it is not clear from the receipt.
7. I will ensure that all charges are allocated on the Suntrust ESP website either by myself or my assigned delegate by the 5th of each month.
8. I will be responsible for resolving any discrepancies on the statement by contacting the merchant/supplier.
9. I understand that I cannot purchase gift cards/certificates on my P-card. I will submit a Corporate card request along with all required documents for all gift card purchases.
10. I understand that ALL Category "B" technology purchases as listed in the University's Technology Purchase Policy must have prior approval by the Information Technology department to ensure compatibility across all campus systems and prevent risk to existing University systems, and therefore may not be purchased using a p-card. I further understand that any such purchases I make may be subject to personal reimbursement to the University.
11. 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. If not reimbursed within thirty days, I acknowledge personal charges are subject to deduction from my next paycheck and authorize such deduction. I understand that repetitive use of p-card for personal charges may result in loss of my p-card.
12. 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: Michael Harrison-dba MC Bindery, Hugh Harling Photography, Methodist University Golf Shop, and others employed by the University that own/operate a business. This stipulation includes

businesses for which there is a direct or indirect relationship between an employee and an owner of a business that is a vendor of the University.

- 13. I will turn my card into the Card Account Manager upon resignation or termination from the University.
- 14. 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.

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