

DEPARTMENT NAME :

MISSOURI STATE UNIVERSITY PROCUREMENT CARD CARDHOLDER AGREEMENT

Name of Cardholder:	Cardholder Business Address:
Department Name:	Cardholder Business Phone Number:
Supervisor's Name & Title:	Supervisor's Phone Number:
Department Procurement Card Coordinator:	Dept. Procurement Card Coordinator Phone Number:

Cardholder agrees to accept responsibility for the protection and proper use of the Procurement Card in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the Office of Procurement Services Procurement Card Coordinator in accordance with University and department policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Procurement Card.
2. If the Procurement Card is lost or stolen, the Cardholder shall immediately notify the UMB Bank and both the Department and Office of Procurement Services Procurement Card Coordinators.
3. Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the proper use of the Procurement Card.
4. **THE CARDHOLDER SHALL NOT MAKE ANY PERSONAL PURCHASES USING THE PROCUREMENT CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the Procurement Card and agrees to pay to the issuer of the card for such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the Procurement Card may be cause for disciplinary action by the University, including termination, and that improper use of the Procurement Card may subject Cardholder to criminal prosecution. Cardholder understands that the University may withhold amounts attributable to improper use by the Cardholder from any paycheck or other payment which may be due the Cardholder.
5. Cardholder understands that should his/her employment with the University terminate for any reason, the Procurement Card must be returned to the Office of Procurement Services Procurement Card Coordinator through his/her Department Procurement Card Coordinator. Cardholder also understands that the department and/or the Office of Procurement Services may withdraw authorization to use the Procurement Card and require the return of the Procurement Card at any time for any reason.
6. Cardholder understands that use of the Procurement Card is for purchases of \$3,000 or less per purchase subject to individual card limitations on expenditures for use in official University business. All purchases must comply with University accounting and purchasing policies, including all policies the Cardholder's department implements in the use of the Procurement Card. The following items may not be purchased with the Procurement Card; however, the list is not intended to be all inclusive:

Alcoholic beverages
Apple Inc.
Bookstore purchases and any transaction within the university that should be on a budget transfer
Capital assets/inventorial equipment purchases
Cash advances
Certified Professional Secretary Exam
Coffee and other supplies related to coffee including coffee powder, coffee maker
Computers, Laptops, Monitors, Notebooks, Netbooks and Personal Digital Assistants
Construction, renovation, or installation
Dell Inc.
Employee business travel arrangements such as meals, rental cars, shuttles, buses, taxicabs, fuel, valet service, parking, etc.
Fiscal Responsibility: Items considered non-allowable per the University Fiscal Responsibility
Foundation-funded purchases
Foreign vendors
Furniture
Gasoline or fuel of any kind

Gifts, gift cards/certificates, awards or prizes
Hospitality or entertainment
Insurance Payments: Professional liability insurance payments for faculty, students or staff
International Airfare
Leases and rentals of facilities/space
Lunchroom supplies (paper plates, bowls, forks, knives, spoons, etc.)
On-line data services
Personal use items
Postage stamps
Purchases involving trade-ins
Purchases that by-pass or circumvent existing procurement or payment procedures
Services (consulting, professional services, independent contractor, etc.)
State sales tax
Telecommunications services and equipment including cellular telephones, pagers, etc.
Televisions
Weapons, ammunition

If in doubt as to whether a purchase is authorized under this agreement through the use of the Procurement Card, Cardholder understands that he/she should seek prior approval from the Office of Procurement Services Procurement Card Coordinator through his/her Department Procurement Card Coordinator. Such approval presumes the proper use of the Procurement Card.

7. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the Procurement Card; has received, read and understands the Missouri State University Procurement Card Manual including the section "Cardholder Responsibilities"; has read and understands this agreement; and agrees to be bound by the terms stated in both the Procurement Card Manual and this agreement. Cardholder also agrees to be responsible for court costs and attorney fees if the University is required to file a lawsuit to recover funds or otherwise enforce this agreement.

Cardholder Signature: _____ **Date:** _____

Department Procurement Card Coordinator:

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Authorized Department Signature (must have budgetary authority for budget to be used):

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Budget No: _____ (list all budget numbers cardholder will be using)

For Office of Procurement Services Use Only:

Office of Procurement Services Procurement Card Coordinator:

Limit per Purchase Transaction: _____ (\$3,000 or less)

Billing Cycle Credit Limit: _____ (not to exceed \$5,000 without Office of Procurement Services approval)

Approval:

Print Name: Isaac Balasundaram Title: Procurement Card Coordinator

Signature: _____ Date: _____