Southern Illinois University Edwardsville  
Procurement Card Cardholder Agreement

01) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of Southern Illinois University Edwardsville and will strive to obtain the best value for the University. I understand that SIUE participates in Illinois Public Higher Education Cooperative (IPHEC) contracts and has negotiated prime supplier contracts for several goods and services. I will strive to utilize these contracts whenever I am acquiring the goods and/or services provided by these suppliers.

02) I understand that under no circumstances will I use the Departmental Card to make personal purchases, either for myself or others. Using the Pcard for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.

03) I am an employee in good standing with the University and will follow Illinois Law, the Procurement and/or Travel policies of Southern Illinois University Edwardsville, and the established guidelines for using the Pcard. Failure to do so may result in revocation of my card privileges and/or other additional disciplinary action(s).

04) I agree to sign all receipts and provide them to my designated Reviewer/Approver as required.

05) I acknowledge that University policy does not permit me to make or approve purchases on behalf of the University on the Pcard from a business entity in which I, my spouse or child have a material financial (more than 5% of stock or assets) or managerial interest (officer, director, partner or proprietor). I agree that I will not make such purchases with the Pcard.

06) I understand that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse Southern Illinois University Edwardsville for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the University may be deducted from any money which would otherwise be due and owing me, including salary or wages. Any need to collect debt owed the University will be done in accordance with SIU Board of Trustees, 2 Policies C, or pursuant to provisions of the State Comptroller Act, 15 ILCS 405/.

07) I have reviewed the Pcard Training and Reference Guide on ____________ and have been provided a copy of the Pcard Guidelines. I understand the Pcard Program and I have been given the opportunity to ask any questions to clarify my understanding of the Pcard Program.

08) I understand that the card issued in my name is to be used only by me. I agree to not share my card or card number with anyone. I understand that I am responsible for the security of the card assigned to me.

09) If the Card is lost or stolen, I understand that it is my responsibility to immediately notify the Bank, the Procurement Card Administrator, and if stolen, the University Police.

10) I agree to surrender the Procurement Card to my department upon termination of employment/transfer between departments. I understand that my department must reclaim the Card and return it to the Procurement Card Administrator prior to the termination or transfer date.

Your signature below and initials by each item listed assures your understanding and acceptance issued a card.

Cardholder Name: ______________________________________________________

Cardholder Signature: __________________________________________ Date: __________

Revised: 07/2015