



PURCHASING CARD PROGRAM

Cardholder Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE FLORIDA SOUTHWESTERN STATE COLLEGE (FSW) PURCHASING CARD (P-CARD) ASSIGNED TO ME FOR OFFICIAL COLLEGE BUSINESS ONLY:

- 1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of FSW and will strive to obtain the best value for the College. (Initial that I have read and understand)
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or others. Willful intent to use the Purchasing Card 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. (Initial that I have read and understand)
3. I will follow Florida Law, FSW's Operating Procedure and established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action. (Initial that I have read and understand)
4. I agree to keep all transaction documents. Within three (3) business days of the transaction or upon return from travel, I will submit all transaction documents to the Reconciler to permit proper reconciliation of the monthly statement. (Initial that I have read and understand)
5. I agree 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 the FSW for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe may be deducted from any money which would otherwise be due and owing me, including salary or wages. (Initial that I have read and understand)
6. I agree to return the card immediately to the P-Card Specialist upon request or termination of employment (including retirement). In addition, if I am involved in an organizational change or transfer to another department, I will return my card and arrange for a new one if deemed necessary by my supervisor or the P-Card Administrator. (Initial that I have read and understand)
7. I have been provided an FSW Purchase VISA Card, a copy of the FSW Purchasing Card Procedures Manual and attended a P-Card training. I understand the Purchasing Card Program and have been given the opportunity to ask any questions to clarify my understanding. (Initial that I have read and understand)

Cardholder Name (Print) Cardholder Signature Date
P-Card Specialist (Print) P-Card Specialist Signature Date