

# TULANE UNIVERSITY

## PURCHASING CARD CARDHOLDER AGREEMENT

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- 1) I, \_\_\_\_\_, as the Cardholder, agree to the following conditions regarding my use of the Tulane University Purchasing Card:
- 2) I understand that by using the Purchasing Card, I will be making financial commitments on behalf of Tulane University and that the University will be liable for all charges made with the Purchasing Card.
- 3) I will strive to obtain the best value for the University when purchasing merchandise and/or services with the Purchasing Card.
- 4) I agree to use the Purchasing Card only for authorized purchases and in an appropriate manner, as defined in the Purchasing Card Program Policies and Procedures Manual.
- 5) I understand that should I make an unauthorized purchase with the Purchasing Card or use the Purchasing Card in an inappropriate manner, I will be subject to disciplinary action including possible card cancellation, termination of employment at Tulane University and criminal prosecution.
- 6) I understand that the University will monitor and audit my use of the Purchasing Card.
- 7) I agree to return the Purchasing Card to my Approving Supervisor immediately upon the request of the Purchasing Card Program Administrator or upon my transfer to a different department or upon termination of my employment at Tulane University.
- 8) I have received a copy of Tulane University Purchasing Card Program Policies and Procedures Manual and will abide by all the requirements set forth in said Manual.
- 9) I have completed the Purchasing Card Training.

**My signature below indicates that I have read this agreement, understand it and agree to be bound by it for as long as I am a Purchasing Cardholder at Tulane University.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_