



EASTERN CONNECTICUT STATE UNIVERSITY

Purchasing Card Agreement Form

*Eastern Connecticut State University presents to you a **Visa Purchasing Card**. This card represents the University's trust in you and our willingness to empower you as a responsible employee of the University and our belief in your ability to safeguard and protect our assets.*

I, _____, hereby acknowledge receipt of an Eastern Connecticut State University Purchasing Card. As the holder of this Purchasing Card, I understand and accept the responsibility for the proper use and protection of same as outlined in this agreement and I have read, understand and agree to the terms in the Purchasing Card (P-Card) Program Policy and Procedures Manual (herein "User Manual").

I agree to use this card for official **University purchases only and understand that all my purchases will be consistent with all University policies and procedures. I will not use it for personal purchases of any kind, nor will I loan my card to other individuals.** University purchases may include authorized travel and general purchases. Additionally, I agree to maintain proper supporting documentation for appropriate travel related expenses or general purchases.

Within 10 days following the close of the monthly bank statement cycle, I agree to review my current period charges utilizing the U.S. Bank credit card statement process. I agree to reconcile my transactions and attach all necessary documentation to a printed copy of the statement and maintain such documentation on file until authorization to dispose of such information is granted by Fiscal Affairs. Furthermore, I will resolve any issues regarding my statement and will ensure that the statement amount agrees with my documentation. I will maintain my records in a manner that allows for timely retrieval by internal/external auditors.

When using the card for general purchases, I agree to purchase only approved purchases as identified in the User Manual and will utilize University and State contract vendors whenever possible.

When using the card for travel, I agree to follow Eastern Connecticut State University travel policies, and I also agree to use the card only for approved travel expense.

I understand that use of this Purchasing Card for purchases deemed inappropriate may result in disciplinary action, up to and including dismissal, personal liability for improper charges, and loss of my cardholder privileges. I acknowledge that I will be responsible for the re-payment of any charges deemed inappropriate by direct reimbursement and/or payroll deduction based upon official notification of such. This responsibility may continue beyond termination of employment and may include any associated legal fees.

I understand that Eastern Connecticut State University may terminate my right to use this credit card at any time for any reason. I agree to return the credit card to the **P-Card Administrator** immediately upon request or upon termination of employment.

I acknowledge receipt of one (1) CT State CC/CSCU Procurement Card and receipt of all applicable training materials and agree to utilize the card in accordance with the procedures outlined in the PCard Policy and Procedure Manual and as presented in the mandatory training session.

Cardholder Signature: _____

Date: _____