



OKLAHOMA CITY UNIVERSITY

Purchasing Card Cardholder Agreement

Oklahoma City University is pleased to present you with this Purchasing Card. It represents our trust in you and your empowerment as a responsible agent to safeguard and protect University assets.

I, _____ hereby acknowledge receipt of Oklahoma City University Purchasing Card.

I acknowledge receipt of the ***Cardholder Agreement, Purchasing Card Users' Guide, Purchasing Card Audit Program, and the Purchasing Card Audit Report format.*** I acknowledge that I have read and understand the terms and conditions contained therein.

I understand and agree to the following: (please read and check each box)

- I have received and understand the terms and conditions contained in the *Purchasing Card Cardholder Agreement, Purchasing Card Users' Guide, Purchasing Card Audit Program, and the Purchasing Card Audit Report format.*
- This card is for use by the cardholder only, and cardholder will not allow usage by, or for, others.
- This card is to be used only for authorized University purchases as defined in the Purchasing Card Users' Guide and the Purchasing Card Audit Program.
- Personal charges and/or unauthorized purchases using the Purchasing Card are prohibited.
- Receipts for purchases and Transaction Logs must be submitted for review per guidelines found in *Purchasing Card Users' Guide and Purchasing Card Audit Program.*
- Supervisors, Approving Officers, and other University officials will review purchases made with this card.
- Improper, unauthorized, or undocumented use of this card may result in disciplinary action up to and including termination.
- The University may cancel the Purchasing Card or terminate Card privileges at any time, for any reason.
- I hereby acknowledge that improper, unauthorized or undocumented purchases (missing receipts or receipts without an approved business purpose) may be withheld from any and/or all sources of payment due me from Oklahoma City University.
- The University may refer fraudulent purchases to appropriate law enforcement agencies.
- The Purchasing Card will be returned immediately upon request or upon termination of cardholder's employment.
- The University will collect monies still owed to the University after termination of employment.
- E-mail of Purchasing Card number is prohibited as University e-mail is not encrypted.
- In accordance with the OCU Whistleblower Policy, I will report any Purchasing Card misuse of which I become aware.

Cardholder's Signature _____ Date _____
Purchasing Card Administrator _____ Date _____

FOR FINANCE OFFICE USE ONLY:
\Original – HR employee file
\CC – FAS File

Date _____

Revised Jan 2012