

Cardholder Agreement to Accept the SLCC Purchasing Card

The U.S. Bank VISA Purchasing Card represents SLCC's trust in you. You are empowered as a responsible agent to safeguard SLCC assets and the public trust. Your signature below is verification that you have read the Purchasing Card Procedures Manual and will comply with the Procedures as well as the following responsibilities:

1. I understand the SLCC P-Card is for SLCC approved purchases only, and I agree not to charge personal purchases.
2. I understand improper use of the SLCC P-Card can be considered misappropriation of SLCC funds; misuse may result in cardholder probation and/or disciplinary action that may include termination of employment.
3. If the P-Card issued in my name is lost or stolen, I will immediately notify U.S. Bank by phone, confirming the notification in writing by email or fax to the P-Card Administrator in SLCC Purchasing Services.
4. I agree to surrender the card immediately upon termination of employment, whether due to retirement, voluntary or involuntary termination.
5. I understand the SLCC P-Card is issued in my name. I will not knowingly allow any other person to use the card. I understand I am responsible for any and all charges against the card issued in my name.
6. I understand all charges will be billed directly to and paid directly by SLCC. I understand U.S. Bank cannot accept monies from me directly, therefore I agree not to charge personal purchases and understand that if I did, it would be considered misappropriation of SLCC funds.
7. I understand the card is SLCC property and that I will be required to comply with internal control procedures designed to protect SLCC assets. I understand I may be asked by various SLCC authorities to produce the card for validation purposes, or provide receipts and statements for auditing purposes.
8. I understand I will receive a monthly reconciliation statement that reports all card activity during the statement period. I understand I am responsible for all charges (but not for payment) on the card issued to me and I agree to resolve any discrepancies by contacting either the supplier or U.S. Bank.
9. I understand the charges made against the card issued to me are automatically assigned to the index assigned to the card as specified by management. This index cannot be changed without management involvement; if changed, the new index will not affect any charges made prior to the change, but will affect future charges.
10. I understand the SLCC P-Card is not issued to all employees. I understand card assignment is based on my need to make low dollar purchases for SLCC. I understand the card issued to me can be revoked for any reason at any time. I understand the card is not an entitlement nor reflective of job title or position.
11. I understand I am personally responsible for adhering to this cardholder agreement and the P-card procedures. I understand my supervisor(s), director(s) and/or management does not have the authority to override the cardholder agreement or the P-card procedures, nor am I obligated to follow a directive from a superior that would require me to breach the cardholder agreement and/or the P-card procedures. Incidences of such, or pressure tactics by a superior(s) asking me to engage in actions of P-Card misuse will be immediately reported by me to the P-card administrator.

Employee Signature

Date