

# Southern Utah University Cardholder's Agreement

Southern Utah University is pleased to present you with a Purchasing Card. This Purchasing Card represents the University's trust in you to make certain purchases, and with this trust comes the responsibility to protect University's assets.

I, the undersigned, hereby acknowledge receipt of a University Purchasing Card. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the University Purchasing Card User's Guide. I acknowledge receipt of the Guide and confirm I have read and understand its terms and conditions. I also acknowledge that I have attended the required training course. I understand that the University is liable to U.S. Bank for all charges I make using the Purchasing Card.

I accept responsibility for protection and proper use of the Purchasing Card as outlined in this Agreement and in the Guide. I understand that the Purchasing Card may be used only for authorized University business in accordance with University Policies and State of Utah laws, and that no personal expenses are to be charged to the Purchasing Card. I also understand that the Purchasing Card may not be used to purchase various restricted items as described in the Guide.

I further understand that improper or fraudulent use of the Purchasing Card will result in my card being revoked and with additional penalties possible. I agree to allow the University to collect any amounts owed by me for improper purchases even if I am no longer employed by the University. Should I fail to use the Purchasing Card properly, I authorize the University to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the University.

I understand that the University may terminate my right to use the Purchasing Card at any time for any reason. I agree to surrender the Purchasing Card immediately upon request or upon termination of employment.

I HAVE READ THE ABOVE INSTRUCTIONS AND I UNDERSTAND THE  
CONDITIONS OF THIS AGREEMENT. \_\_\_\_\_ (Initial)

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Type/Print Name: \_\_\_\_\_