



Shawnee State University  
**Cardholder Agreement**  
Purchasing Card/Stored Value Card

I understand and agree to the following regarding my use of the Shawnee State University Purchasing / Stored Value Card, hereinafter referred to as “purchasing card,” “card,” or “PCard”:

1. I may use the purchasing card for official University business only.
2. I may not request or receive cash from suppliers as a result of exchanges or returns.
3. I am the only individual authorized to use the purchasing card assigned to me. It is not transferable to any other individual.
4. I cannot use the card to purchase any item on the *Unauthorized Purchases* list.
5. The card may not be used to avoid the mandatory competitive bidding process such as in the purchase of goods or services from a University employee.
6. Even though I may intend to reimburse the University for personal purchases made using the card, I cannot use the card for that purpose, nor may I use the card to avoid sales taxes on my personal purchases.
7. Failure to complete the additional reporting requirements or follow account restrictions for any item appearing on the *Restricted Use* list will result in loss of card privileges.
8. The purchasing card assigned to me remains the property of Shawnee State University and the University can terminate my right to use the card at any time, for any reason. I agree to return the card to my department administrator immediately upon request from the Purchasing Department, my transfer to another department, or termination of my employment.
9. I am obligated to immediately report to my supervisor and the PCard administrator the loss, theft, or improper or unauthorized use of my University purchasing card.
10. When using the card for travel, all purchases must be made in accordance with Shawnee State University travel policies.
11. I have reviewed the Purchasing Card Policies and Procedures Manual and Shawnee State University Purchasing Policy 4.00 and agree to follow the established guidelines when using the card. Failure to do so may result in revocation of my user privileges or other possible disciplinary actions, up to and including termination of employment.
12. I agree that should I violate the terms of this Agreement, I will reimburse Shawnee State University for all incurred charges and any fees related to the collection of those charges to include court costs and attorney fees.
13. I agree that should I not make reimbursement to Shawnee State University, as required, any charges owed may be deducted from my pay check or any other University accounts payable to me.
14. I certify that I received a University purchasing card on this date from the Purchasing Department.

\_\_\_\_\_  
Cardholder Name (Print)

\_\_\_\_\_  
Purchasing Card Account Number

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
PCard Administrator (Signature)

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

\_\_\_\_\_  
Last 4 Digits of SS#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials : Verified Picture ID