



**MTSU P-Card Cardholder Agreement**

I, \_\_\_\_\_, hereby acknowledge receipt of a MTSU ("The University") Procurement Card ("P-Card"), which is a VISA card issued, by SunTrust Bank (Card Issuer). Participation in the MTSU P-Card Program is a privilege that carries certain fiduciary responsibilities.

Although the P-Card is issued in my name, it is University property and will be used for the purpose of conducting approved University business. I agree to comply with the following terms and conditions relating to my use of the P-Card as stated below:

1. **I am aware that university Policy 632 sets forth the full parameters of the P-Card program administration, file management, card usage, compliance, and consequences for non-compliance to which I will comply. I agree to abide by P-Card Policy 632 and Procurement Services Polices. \_\_\_\_\_ Initials/Date.**
2. The card is not an entitlement nor reflective of any University title or position.
3. I have completed the required initial P-Card training.
4. I understand that MTSU is liable to SunTrust for all charges I make on the P-Card, and that all charges are to be billed directly to and paid directly by the University.
5. I understand that I will be making financial commitments on behalf of MTSU and will obtain the best values. I am the only person entitled to use the card. I am fully responsible for all charges made against the card.
6. I will inform vendors of the University's Tax Exempt status and to insure that the University is not charged tax as a state entity. I will resolve any disputable charges/discrepancies to the P-Card by contacting the merchant/supplier.
7. I will obtain **itemized receipts** and retain detailed information for each purchase whether made online, by phone, through MT Source, or as a store front transaction.
8. I agree to comply with the records management process as outlined in Policy 632. This includes but is not limited to keeping itemized receipts for every purchase, reconciling monthly SunTrust statements, and having each transaction approved through the SunTrust ESP program.
9. I will review the monthly SunTrust statement for accuracy and sign the statement as my indication that all transactions are appropriate and in compliance with University P-Card Policies. I am required to retain the signed statements and matching receipts in a date order file for five (5) years.
10. I will report any change in my MTSU employment status (department change, leave-of-absence, or termination from MTSU) within 2 weeks of the effective date to the Procurement Services Office and P-Card Compliance to allow for outstanding purchases to fully process through the banking system and a final review of the account be completed.
11. I will report a lost or stolen card within 24 hours by telephone to SunTrust Customer Service and MTSU Procurement Services and P-Card Compliance.
12. I acknowledge that the delegation of any cardholder duties to another individual *does not* remove me as the person accountable for all issues regarding my assigned P-Card.
13. I acknowledge that my P-Card and all related P-Card files may be requested for review at any time, for any reason, by MTSU authorities.
14. I agree to use the P-Card for authorized official MTSU business purchases only. I agree not to make personal purchases for any reason. I authorize the University to take all necessary steps to collect an amount equal to the total of improper, undocumented, or fraudulent purchases, including but not limited to declaring such purchases as advance on my wages.
15. I understand that improper or fraudulent use of the P-Card may result in disciplinary action up to and including termination of my employment. I further understand that MTSU may revoke my P-Card privilege at any time for any reason.

**Cardholder Name:** \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_