



University of South Alabama Travel and Procurement Card

Cardholder Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE UNIVERSITY OF SOUTH ALABAMA'S TRAVEL AND PROCUREMENT CARD ASSIGNED TO ME FOR OFFICIAL UNIVERSITY BUSINESS ONLY: Your signature below and initials by each item listed assures your understanding and acceptance prior to being issued a card.

(Please initial each item below)

- _____ (01) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the University of South Alabama and will strive to obtain the best value for the University.
- _____ (02) I understand that under no circumstances will I use the Travel and Procurement Card to make personal purchases, either for myself or others. Using the Travel and Procurement Card for personal gain or unauthorized use may result in disciplinary actions up to and including salary and/or wage garnishment, termination of employment, and criminal and/or civil prosecution to the extent permitted by law.
- _____ (03) I am an employee in good standing with the University of South Alabama and will follow Alabama State Law, Purchasing guidelines and the Procurement and/or Travel policies of the University of South Alabama, and the established guidelines for using the Travel and Procurement Card. Failure to do so may result in revocation of my card privileges and/or other additional disciplinary action(s).
- _____ (04) I agree to reconcile my account monthly using the Concur System upon the receipt of my statement from Hancock Whitney Bank. I understand that failure to do so will result in the loss of card privileges.
- _____ (05) I acknowledge that University policy does not permit me to make or approve purchases on behalf of the University on the Travel and Procurement Card from a business entity in which I, my spouse or child have a material financial (more than 5% of stock or assets) or managerial interest (officer, director, partner or proprietor). I agree that I will not make such purchases with the Procurement Card.
- _____ (06) I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the University of South Alabama for all incurred charges and any costs related to the collection of such charges. Additionally, I agree that any such charges that I owe the University may be deducted from any money which would otherwise be due and owing me, including salary and/or wages. By signing this agreement, I hereby authorize the University to withhold funds in the amount of my unauthorized expenditures directly from my paycheck(s).
- _____ (07) I have attended Concur training and have been provided a copy of the Travel and Procurement Card Guidelines. I understand the Procurement Card Program and I have been given the opportunity to ask any questions to clarify my understanding of the Travel and Procurement Card Program.
- _____ (08) I understand that the card issued in my name is to be used only by me. I agree to not share my card or card number with anyone. I understand that I am responsible for the security of the card assigned to me.
- _____ (09) It is the responsibility of the cardholder to notify the Manager of Procurement Card and Travel Services of the intent to travel internationally. Notification should be done via email at least seven (7) days prior to travel. Email should include travel destination and dates of travel.

Cardholder Name: _____ Jag Number: _____

Cardholder Signature: _____ Date: _____