

**East Tennessee State University
Procard Cardholder Agreement**

You are being entrusted with an East Tennessee State University Procard. The Procard is provided to you based on your need to make purchases on behalf of the University. It is not an entitlement nor reflection of title or position. The University shall have the right to cancel my Procard at any time for failure to follow Procard policy or at the request of the proper authority. Your signature below indicates that you have read and will comply with the terms of this Agreement.

1. I understand that I will be making financial commitments on behalf of East Tennessee State University and will strive to obtain the best value.
2. I have read and will follow the policies and procedures outlined in the Procard Manual and University policy, *General Purchasing, Receipt of Materials, and Payment of Invoices*. Failure to comply with this Agreement may result in either revocation of my use privileges or other disciplinary actions, up to and including termination of employment.
3. Under no circumstances will I use the Procard to make personal purchases, either for myself or others. Using the Procard for personal charges will be considered misappropriation of University funds and I am responsible for reimbursing the University for those charges and any fees related to the collection of those charges. I will not have any purchases delivered to a home address, including home addresses for memberships or subscriptions.
4. The Procard is issued in my name. I am considered responsible for any and all charges against the Procard.
5. The Procard is the property of the issuing bank and East Tennessee State University. I understand that I may be periodically asked to produce the Procard to validate its existence and account number.
6. If the Procard is lost or stolen, I will immediately notify the issuing bank by telephone at the number on the back of the Procard, 1-800-344-5696. I will also notify the University's ProCard Administrator Jada Hensley by telephone at (423) 439-4354, or hensleyje@etsu.edu.
7. I will review the monthly online statement, which will report all purchasing activity during the statement period. Since I am responsible for all charges on the Procard, I will review the statement for accuracy and will electronically verify that all transactions are appropriate and in compliance with University policy. I will be responsible for resolving any discrepancies on the statement by contacting the merchant/supplier. I will then forward charges in Access Online to be approved by the appropriate approving authority in a timely manner each month of activity.
8. I will scan receipts and maintain detailed information for each Procard transaction. It is my responsibility (or designee) to match an appropriate receipt to each transaction online. If I make personal purchases or fail to provide receipts, I authorize the University to withhold the amounts of these purchases from my pay.
9. I will surrender my Procard upon transfer to another department or termination of employment (i.e. retirement or voluntary/involuntary termination).

Employee Name (Print)

Employee Signature

Department

Date Signed