



Cardholder Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE OHIO WESLEYAN UNIVERSITY PROCUREMENT CARD ASSIGNED TO ME FOR OFFICIAL UNIVERSITY BUSINESS ONLY:

- _____ 01) I understand that the Procurement Card is to be used for legitimate business purposes and that I will be making financial commitments on behalf of Ohio Wesleyan University and will strive to obtain the best value for the University.
- _____ 02) I understand that under no circumstances will I use the Procurement Card to make personal purchases, either for myself or others regardless of the intention to reimburse the University for the charge.
- _____ 03) I understand that using the Procurement Card for personal gain or unauthorized purchases may result in card cancellation, disciplinary actions up to and including termination of employment, and prosecution to the extent permitted by law.
- _____ 04) 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.
- _____ 05) I acknowledge that I have reviewed the University Procurement Card Policy and Procedures. I agree not to use my Procurement Card for unauthorized transactions or as an alternative to University purchasing procedures as outlined in the policy.
- _____ 06) I understand that I must allocate my charges to the appropriate account number, approve my charges as valid, and upload my receipts into the Concur website, via my.owu.edu monthly. *Should I fail to maintain the account, I understand that this will result in immediate cancellation of my card.*
- _____ 07) I understand that the University will monitor and audit my use of the Procurement Card and further that the University may cancel or suspend my card for any reason at any time.
- _____ 08) **If the card is lost or stolen, I agree to contact JP Morgan Chase at 1-800-316-6056 and to notify the Purchasing Office immediately at 740-368-3377.**
- _____ 09) Should I fail to upload receipts substantiating the business purpose of a charge within the guidelines set forth in the University Procurement Card Policy and Procedures, I authorize Ohio Wesleyan University to deduct from my paycheck or from any other amounts payable to me, an amount equal to the total amount due the University for unsubstantiated purchases even if I am no longer an employee of the University. *If Ohio Wesleyan University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the University in such proceedings.*
- _____ 10) I agree to return the Procurement Card to Human Resources or the Purchasing Office upon request, upon transfer to a different department, or upon termination of my employment (including retirement) at Ohio Wesleyan University.

My signature below and initials by each item indicates that I have read this agreement, understand it, and agree to be bound by it, and any amendments or addenda, for as long as I am a cardholder at Ohio Wesleyan University.

Employee Printed Name: _____ OWU ID#: _____

Employee Signature: _____ Date: _____