



CARTHAGE
COLLEGE

Carthage College Purchasing Card Agreement Form

The U.S. Bank One Card represents the college's trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read and agree to comply with the following responsibilities. It also acknowledges that you have received the one card #XXXX-XXXX-XXXX- .

1. I understand the card is for company-approved purchases only and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of company funds. This may result in disciplinary action up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the program administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the company. The bank cannot accept any monies from me directly; therefore any personal charges billed to the company could be considered misappropriation of company funds.
7. As the card is company property, I understand that I may be periodically required to comply with internal control procedures designed to protect company assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
8. I will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Since I am responsible for all charges as well as payment of all individual T&E charges, I will resolve any discrepancies by either contacting the supplier or the bank.
9. I am responsible for allocating my expenses on a timely basis each month to the appropriate Fund-Cost Center-Account-Project codes, as applicable. The charges made against my card are automatically assigned to a default account, however it is my responsibility to allocate those charges to appropriate expense line, and also to provide description of the type of expense incurred.
10. I understand the one card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the college and/or to provide for college travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

Employee Signature

Approving Manager Signature

Employee Printed Name

Date

Approving Manager Printed Name

Date