



Purchasing Department | PCard Program | SVC 1072

# Cardholder Agreement

## JPMorgan Chase

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE UNIVERSITY OF SOUTH FLORIDA PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL UNIVERSITY BUSINESS ONLY:

- 1) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments and will strive to obtain the best value for the University of South Florida.
- 2) I understand that under no circumstances will I use the PCard to make personal purchases, either for myself or others. Willful intent to use the PCard for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
- 3) I understand I shall follow all purchasing policies of USF, and the established guidelines for using the PCard. Failure to do so may result in either revocation of my PCard privileges or other disciplinary action, or both.
- 4) I have been provided a copy of the Purchasing Card Guidelines and understand the PCard Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
- 5) I agree to review and reconcile transactions with my departmental reconciler in a timely manner and will maintain all applicable information and receipts.
- 6) I agree that, should I violate the terms of this Cardholder Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the University of South Florida for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I may owe the University of South Florida may be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with Florida law and University Regulations.
- 7) I understand that should my PCard be lost or stolen, I will (1) contact JPMorgan to report the loss, (800) 316-6056, and then (2) contact the PCard Administrator to coordinate ordering a new card. The bank may order a new card for you and ship it to PCard Admin. You will be notified for pick up after the new card is received and processed.

\_\_\_\_\_  
Cardholder Name (Print)

\_\_\_\_\_  
Witness Name (Print)

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

JPMorgan Card # \_\_\_\_\_