



PURCHASING CARD PROGRAM

Cardholder Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE FLORIDA SOUTHWESTERN STATE COLLEGE (FSW) PURCHASING CARD (P-CARD) ASSIGNED TO ME FOR OFFICIAL COLLEGE BUSINESS ONLY:

- 1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of FSW and will strive to obtain the best value for the College.
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or others.
3. I will follow Florida Law, FSW's Operating Procedure and established guidelines for using the Purchasing Card.
4. I agree to keep all transaction documents. Within three (3) business days of the transaction or upon return from travel, I will submit all transaction documents to the Reconciler to permit proper reconciliation of the monthly statement.
5. 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 FSW for all incurred charges and any costs related to the collection of such charges.
6. I agree to return the card immediately to the P-Card Specialist upon request or termination of employment (including retirement).
7. I have been provided an FSW Purchase VISA Card, a copy of the FSW Purchasing Card Procedures Manual and attended a P-Card training.

Cardholder Name (Print)

Cardholder Signature

Date

P-Card Specialist (Print)

P-Card Specialist Signature

Date