

**Missouri Western State University
Procurement Card Program
Cardholder Agreement**

Missouri Western State University is entrusting you with an MWSU Procurement Card. This card is provided to you based on your need to make purchases on behalf of the College.

I, _____, hereby acknowledge the receipt of a Missouri Western State University Procurement Card. I agree to comply with College Purchasing Policies and Procedures as stated in the MWSU Purchasing Manual, Accounts Payable Manual and the Procurement Card User Manual provided to me. I also acknowledge that I have attended the required training course.

I understand this is **NOT** a personal procurement card and I will not make any personal charges against my card under any circumstances.

I understand I am responsible for ensuring my card is protected from theft or loss. I will immediately notify the Procurement Card Administrator and United Missouri Bank if the card is lost or stolen.

I am responsible for obtaining and submitting the proper invoices or receipts necessary to substantiate the propriety of each card transaction.

I further understand that improper or fraudulent use of the Procurement Card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize Missouri Western State University to deduct from my salary an amount equal to the total of the improper purchase.

I understand that Missouri Western may terminate my right to use the Procurement Card at any time and for any reason. I agree to return the card to the College immediately upon request or upon termination of employment.

I hereby certify that I have read, understand and shall adhere to the Missouri Western State University Procurement Card policies and procedures.

Employee Name (Print): _____

Employee ID #: _____

Employee Signature: _____

Date: _____

Procurement Card Administrator: _____

Date: _____