



## Indiana University of Pennsylvania Purchasing Card Cardholder Agreement

---

As a cardholder I, \_\_\_\_\_ agree to comply with the following terms and conditions regarding use of the IUP Purchasing Card:  
(Employee Name – Please Print)

1. I understand that I am being provided a valuable tool – a Purchasing Card – and will be making financial commitments on behalf of Indiana University of Pennsylvania (hereinafter the “University”), and will strive to obtain the best value for the University.
2. I understand that the University is liable to the issuing bank for all charges made on the Purchasing Card.
3. I agree to use the Purchasing Card for approved purchases only and agree not to charge personal purchases. I understand that the University, State System of Higher Education and/or Commonwealth of Pennsylvania authorities will audit the use of this Card.
4. I agree to follow the established procedures for the use of the IUP Purchasing Card. Failure to do so may result in revocation of my card or other disciplinary actions, including discipline in accordance with Collective Bargaining Agreements, and all applicable laws, regulations, and policies.
5. I have received a copy of the IUP Purchasing Card Policy and a copy of the IUP Purchasing Card Program Procedural Guidelines. I understand the requirements for the Card's use.
6. I agree to return the Purchasing Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change causing my SAP cost center to likewise change, I agree to notify the Purchasing Card Administrator of the new cost center and the timeframe in which the cost center should be changed.
7. If the Card is lost or stolen, I agree to notify the Purchasing Card Administrator and the issuing bank immediately.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Card Administrator Signature

\_\_\_\_\_  
Date