



Benedict College Purchasing Card Program Cardholder Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE BENEDICT COLLEGE PURCHASING 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 the Benedict College 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. Willful intent to use the Purchasing Card 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 will follow South Carolina Law, purchasing policies of the College, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
- 4) I have completed the training course and I understand the purchasing card program. I am aware that additional information and guidelines are available in the PCard section of the Finance & Accounting website. If I have any questions, I will contact Finance & Accounting's PCard department for guidance.
- 5) I agree to review and reconcile transactions timely and will maintain all applicable information and receipts.
- 6) 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 Benedict College for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the College may be deducted from any money which would otherwise be due and owing me, including salary or wages.

Cardholder Name

Cardholder Signature

Date