Purchasing Card
Cardholder Agreement

Using the Purchasing Card is a privilege and a responsibility. Continued use of the Purchasing Card is contingent on your adherence to the rules and regulations set forth by the University. Therefore, it is vital that you read each statement carefully to insure that you fully understand the program's Key policies and sign below your acceptance before you may begin using the card.

1. I have read and reviewed the Purchasing Card Procedure and Reference Manual located at Emory's Finance Website: I understand that under no circumstances will I use the Purchasing Card to make personal or non-work related purchases, either for myself or for others.
2. I understand that I will not request or receive cash from suppliers as a result of exchanges or returns, a credit should be applied back to the purchasing card.
3. I understand that I am the only individual authorized to use the Purchasing Card assigned to me. It is not transferable to any other individual.
4. I understand that Emory University can terminate my right to use the Purchasing Card at any time for any reason. I agree to return the card to my department administrator immediately upon request from the Purchasing Department, transfer to another department, or termination of employment.
5. I understand that I cannot use the Purchasing Card for the restricted commodities listed in the above policy:
   a. Travel-related expenses
   b. Radioactive Materials
   c. Animals
   d. Controlled substances
   e. Capital Equipment Leases/Long-term Rentals
   f. Weapons/Ammunition
   g. Employee relocation expenses
   h. Payments to individuals, consultants or employees
6. I understand that my single purchase limit is $1499 and "splitting" the cost of a single item in order to circumvent this limit is a considered a violation of program policy.
7. I understand that DAILY audits may be conducted on all Purchasing Card transactions and that I may be required to provide documentation for any transaction as deemed necessary by the Purchasing Card Program auditors.
8. I understand that improper or fraudulent use of the card may result in disciplinary action, up to and including termination of employment. I agree to allow the University to collect any amounts owed by me for improper purchases even if the University no longer employs me. Should I fail to use the Card properly I authorize the University to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the University.

Cardholder Name: __________________________
Print Name: __________________________
Signature: __________________________
Date: __________________________

Employee ID Number: __________
Department Number: __________

Print Number: __________
Number: __________

Authorization: __________________________

Higher Level Approver (Print Name): __________________________
Higher Level Approver Signature: __________________________

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