

P-CARD EMPLOYEE AGREEMENT

I, _____, hereby request a Purchasing Card. As a holder I agree to comply with the following terms and conditions regarding my use of the card:

- I understand that I am being entrusted with a valuable tool – a Purchasing Card – and will be making financial commitments on behalf of Lake Superior State University.
- I will strive to obtain the best value for the University.
- I understand that the University is liable to Fifth-Third Bank for all charges made on the card, therefore I must submit appropriate documentation (e.g. invoices, receipts) for all purchases made on the card.
- I agree to use this Purchasing Card for approved purchases only and agree not to charge personal purchases. I acknowledge unauthorized purchases will be deducted from my salary via payroll deduction. I understand that the Business Office will audit the use of this Purchasing Card and report and take appropriate action on any discrepancies.
- I will follow the established procedures for the use of the Purchasing Card. Failure to do so may result in either revocation of my use of privileges or other disciplinary actions.
- I have reviewed the Purchasing Card Procedures and understand the requirements for the Card's use.
- I agree to return the Purchasing Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change which causes my department to likewise change, I also agree to return my Card and arrange for a new one, if appropriate.
- If the Purchasing Card is lost or stolen, I agree to notify the Purchasing Card Administrator immediately. If the Card is stolen, I also agree to notify Public Safety.

Employee Signature

Date

Department Manager

Date

Purchasing Card Administrator Signature

Date