

**Vanderbilt University  
Procurement Card Program  
Cardholder User Agreement**

Participation in the J.P. Morgan Chase Mastercard Procurement Card Program is a convenience that also carries cardholder responsibilities. Although the card is issued in my name, it is considered University property and should be used only for University business. As a recipient of a Vanderbilt University Procurement Card, I agree to the following terms and conditions:

1. The Procurement Card is provided to employees based on their need to purchase business-related goods and services. I understand that my procurement card may be revoked at any time based on change of assignment, transfer of departments or upon termination from Vanderbilt University. The card is not an entitlement nor reflective of title or position.
- \* 2. The Procurement Card is for business-related purchases only. I understand that personal charges are **not** to be made to the card under any circumstances.
- \* 3. I understand that I am the only person entitled to use the procurement card and am responsible for all charges made against the card.
- \* 4. I understand that improper use of the card can be considered misappropriation of company funds, which may result in disciplinary action, up to and including termination.
5. I am responsible for complying with internal control procedures in accordance with Procurement Card program policies, in order to protect the University's assets. This includes maintaining proper receipts and supporting documentation, reconciling monthly cardholder statements and following proper credit card security measures. I will retain all supporting documentation within my department, and understand that the documents *must be accessible* for review purposes.
6. I understand that all transaction documentation and reconciliations will be subject to audit by the Office of Accounting, Department of Finance and/or Internal Audit.
- \* 7. I am responsible for reviewing my transactions daily/weekly in *PaymentNET* and allocating the expenses to the appropriate General Ledger account and center number(s) prior to the month-end billing cycle cutoff.
8. I am responsible for reconciling my monthly procurement card bank statement and resolving any discrepancies by contacting the supplier or the bank.
9. I am responsible for ensuring my card and my card number is protected from theft or loss. I will immediately notify the Procurement Card Administrator of any loss or improper use of my card or card number.
10. I will surrender the procurement card to the University's Procurement Card Administrator or my immediate supervisor upon demand or upon my termination of employment with the University. At this point, no further use of the account is authorized.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Cardholder Printed Name

\_\_\_\_\_  
Date

***I certify that I will monitor and review the purchases made by this cardholder in accordance with the Procurement Card program's established rules and procedures for this cardholder agreement. It is also my responsibility to determine if this cardholder is using the card responsibly in accordance with Purchasing and any other applicable Vanderbilt University policy, as well as Cost Accounting Standards Policies, and to revoke the holders use of the card if they are not using the card as intended.***

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Manager Printed Name

\_\_\_\_\_  
Date