

SAGINAW VALLEY STATE UNIVERSITY

PROCUREMENT CARD CARDHOLDER AGREEMENT

SVSU is pleased to present you with a Procurement Card. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets.

I hereby acknowledge receipt of an SVSU Procurement Card. As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Procurement Card User Guide provided, and as such User Guide may subsequently be revised. I acknowledge receipt of the User Guide and confirm that I have read and understand its terms and conditions. I have also read the related Purchasing policies in the University Operations Manual. I have completed the training course and am fully aware of my personal responsibilities in maintaining this card and required supporting documentation for all transactions. I understand that the University is liable to National City Bank for all charges made by me.

As the holder of this Procurement Card, I agree to accept responsibility for the protection and proper use of this Procurement Card as outlined in this Agreement and the User Guide. I understand that the University will audit the use of the Procurement Card. I understand that I cannot use the Procurement Card for personal transactions or any of the prohibited purchases listed in the User Guide or University policies. I further agree to notify the University Procurement Card Administrator and/or National City Bank if my Procurement Card is lost, stolen, or otherwise in the possible possession of an unauthorized party.

I further understand that improper use of this Procurement Card may result in disciplinary action, up to and including termination of employment. Should I fail to use this Procurement Card properly, I authorize the University to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to pay to the University any additional amounts owed by me due to improper use of the Procurement Card. I agree to pay all costs and expenses, including interest and attorneys' fees, incurred by the University in collecting such amounts or enforcing this agreement.

I understand that this Procurement Card is issued pursuant to a contract between the University and National City Bank, and accordingly, University representatives have the authority to inquire and obtain supporting documentation for all transactions posted to my Procurement Card, directly from the vendor. I have no expectation of privacy regarding purchases made with my Procurement Card.

I understand that the University may terminate my right to use this Procurement Card at any time for any reason. I agree to return the card to the University's designated representative immediately upon request or upon termination of employment.

CARDHOLDER

Signature: _____ Date: _____

Print Name: _____ Card# _____