

 LANDER UNIVERSITY	PC-102 CARDHOLDER AGREEMENT	
The Purchasing Card (P-Card) is to be used only to make purchases at the request of and for the legitimate business benefit of Lander University. The Purchasing Card must be used in accordance with the provisions of the Purchasing Card Program Cardholder Manual and in accordance with the Purchasing Card policies and procedures established by Lander University. Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to termination of employment. <i>Refer to Purchasing Card Manual at https://www.lander.edu/about/offices-departments/procurement-services/index.html</i> Employees who are found to have inappropriately used the Purchasing Card will be required to reimburse Lander University for all costs associated with such improper use.		
SECTION 1 – P-CARD INFORMATION:		
Date of P-Card Training Completion: _____ Spending Limits: Single Transaction (STL) \$ _____ Monthly Credit Limit (CL) \$ _____		
SECTION 2 – CARDHOLDER INFORMATION:		
Last Name: _____ First Name: _____ L#: _____	PHONE #: _____ EMAIL: _____ DEPT CPO BOX #: _____	
SECTION 5 – SIGNATURES:		
I have completed the P-Card Training Course, read the Purchasing Card Manual, and agree to comply with State and University policies and procedures. CARDHOLDER SIGNATURE: _____ Date: _____		
Return completed forms to the Office of Procurement Services procurement@lander.edu		