

LANDER UNIVERSITY PURCHASING CARD PROGRAM

CARDHOLDER AGREEMENT

Revised December 2019

The Purchasing 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. *Refer to Purchasing Card Manual at <https://www.lander.edu/about/offices-departments/finance-administration/procurement-services>.* 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.

I have read the Purchasing Card Manual and agree to comply with State and University policies and procedures.

Purchasing Card Account Number: _____

Monthly Credit Limit: _____

Received by: _____
(Print Cardholder Name)

Cardholder Signature: _____

Date: _____

Received by:

University Purchasing Card Administrator