UNIVERSITY OF PUGET SOUND
DEPARTMENT CHARGE CARD
Cardholder Agreement

Your participation in the University of Puget Sound Department Charge Card Program is a convenience that carries responsibilities along with it. Although the card is issued for your department, it should be considered university property and should be used with good judgment. Your signature below verifies that you understand the University Charge Card Program guidelines and agree to comply with them.

I, (cardholder name on behalf of department) __________________________, having requested and received two University of Puget Sound Department Charge Cards agree to comply with the following terms and conditions regarding my use of the card.

- I understand that I am being entrusted with a University Department Charge Card – and will be making financial commitments on behalf of University of Puget Sound, and will strive to obtain the best value for my purchase.
- Improper use of the card will be considered misappropriation of University of Puget Sound funds that may result in disciplinary action. I will follow the established procedures for the use of the card. Failure to do so may result in revocation of my use of privileges or other disciplinary actions, including discipline in accordance with University of Puget Sound rules up to and including termination (under the discretion of the department head).
- I understand that I am required to maintain appropriate records and documentation, as detailed in the University of Puget Sound Department Charge Card Policies and Procedures. I also understand that I may be subject to audit of transactions and usage by the University Department Charge Card Administrator, University of Puget Sound Internal Audits and external auditors.
- I have been given a copy of the University of Puget Sound Department Charge Card Policies and Procedures and understand the requirements for the card’s use.
- I agree to return the card immediately upon request or upon reassignment, or leave of absence, termination of employment (including retirement). It is required that monthly review of charges, according to policies and procedures, will be done by the department administrator.
- If the card is lost or stolen, I will immediately notify the University of Puget Sound Dining Services office at 253-879-3262 to deactivate immediately.

__________________________
EMPLOYEE’S SIGNATURE

__________________________
EMPLOYEE’S NAME

__________________________
DEAN/DIRECTOR/BUDGET ADMIN SIGNATURE

__________________________
DEAN/DIRECTOR/BUDGET ADMIN (Printed)

DEPARTMENT CHARGE CARD ADMIN

__________________________
DATE

__________________________
EMPLOYEE’S DEPARTMENT

__________________________
DATE

__________________________
BANNER INDEX & ACCT

__________________________
PEOPLESOFTHS SPEEDCHART & ACCT

REV 07.30.14