



CENTRAL CONNECTICUT STATE UNIVERSITY Cardholder Agreement Form

Central Connecticut State University presents you with a **MasterCard Purchasing Card**. This card represents the University's trust in you and our willingness to empower you as a responsible employee of the University and our belief in your ability to safeguard and protect our assets.

I, _____, hereby acknowledge receipt of a Central Connecticut State University Purchasing Card. As the holder of a Purchasing Card, I understand and accept the responsibility for the proper use and protection of same as outlined in this agreement and I have read, understand and agree to the terms in the User Manual located at <http://www.finance.ccsu.edu/PurchasingCard/index.htm>.

I agree to use the card for official **University purchases only, and understand that all my purchases will be consistent with all University policies and procedures. I will not use it for personal purchases of any kind nor will I loan my card to other individuals.** University purchases may include authorized travel and general purchases. Additionally, I agree to maintain proper supporting documentation for appropriate travel related expenses or general purchases.

Upon receipt of the monthly statement, I agree to review, reconcile and attach all documentation to the statement. Furthermore, I will resolve any issues regarding my statement and will ensure that the statement amount agrees with my documentation. I will maintain my records in a manner that allows for timely retrieval by internal/external auditors.

When using the card for general purchases, I agree to purchase only approved purchases as identified in the User Manual and will utilize University and State contract vendors whenever possible.

When using the card for travel, I agree to follow CCSU travel policies, and I also agree to use the card only for approved travel expenses, in conjunction with Gelco, as outlined in the travel portion of the User Manual.

I understand that use of a Purchasing Card for purchases deemed inappropriate may result in disciplinary action, up to and including dismissal, personal liability for improper charges, and loss of my cardholder privileges. I acknowledge that I will be responsible for the re-payment of any charges deemed inappropriate by direct reimbursement and/or payroll deduction based upon official notification of such. This responsibility may continue beyond termination of employment and may include any associated legal fees.

I understand that Central Connecticut State University may terminate my right to use a credit card at any time for any reason. I agree to return the credit card to the Purchasing Card Member Services Coordinator immediately upon request or upon termination of employment.

Cardholder Signature _____ Date _____