

**The University of Southern Mississippi
Small Purchase Procurement Card Program
Cardholder Agreement**

I hereby agree to comply with the terms and conditions of this Procurement Cardholder Agreement and Procurement Card Procedures at <http://www.usm.edu/procurement/procurement.html>

I hereby agree to use my best effort to minimize exposure from lost, stolen, or otherwise compromised procurement cards. I agree to properly use the procurement card. 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 for any restricted purchases, even if reimbursed.

Requirements and Responsibilities:

- Must be a current employee of USM
- Assure that the commodities/services purchased are required for bona fide university purposes.
- Assure that the prices are fair and reasonable.
- Notify the merchant that the purchase is being made in the name of a government entity, which is exempt from state and local taxes.
- Obtain itemized receipts from vendors.
- All items are received (no back orders allowed).
- Assure that no state contract items are purchased such as office supplies, office furniture or scientific supplies.
- Assure that the purchases are within the limits set and available budget authority (single transactions must be less than \$1000)
- **Do not** split purchase into several transactions to get around the single transaction limit of \$1000.
- **Do not** use the Procurement Card for travel (except for car rental per http://www.usm.edu/procurement/tr_worksheet_all.doc), including conference registration fees.
- No purchases are to be made from hotel, motel, or restaurants for travel related expenses.
- Purchases of food are only allowed if for business (no receptions or parties). Prior email approval and [Food Purchase Form](#) required for all such purchases.
- No cash advances
- Do not purchase equipment or inventory items (see [Special Inventory List](#) or contact Property Accounting for guidance).
- Do not purchase radioactive materials
- Credit Card Vouchers are **due the 15th of each month** for charges in the preceding month. I understand that I will lose privileges of my procurement card when I have a voucher that is over 30 days past due. I also understand that if I repeatedly turn my voucher in late, my card may be canceled.

I hereby understand that improper use of the procurement card may result in disciplinary and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment.

I hereby understand that the University may terminate my right to use this procurement card at any time and for any reason or no reason whatsoever. I hereby agree to return the procurement card to the University's Procurement Card Manager or my department supervisor immediately upon request from the University, when changing department, or upon termination of employment.

Department Applicant Signature Date

Printed Name

Department Head/Administrator Date

Printed Name