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.

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. If taxes are charged, obtain credit immediately.
- Obtain itemized receipts from vendors.
- All items are received (no back orders allowed).
- Assure that state contract items are purchased only from the state contract vendor at or below the state contract price.
- Assure that the purchases are within the limits set and available budget authority (single transactions must be less than $5000 – unless approval for higher amount is granted from Procurement and Contract Services.)
- **Do not split** purchase into several transactions to avoid the $5000 limit.
- **Do not** use the Procurement Card for travel expenses, i.e. hotels, airline tickets. Rental cars per the state contract may be paid and conference registration fees may be paid with approved Permission to Travel.
- 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. Please refer to the University Catering and University Snack Policy as guidance on acceptable food purchases.
- No cash advances.
- Do not purchase equipment or inventory items (see Special Inventory List or contact Property Accounting for guidance) – unless prior approval is obtained.
- Do not purchase radioactive materials.

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.

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Department Applicant Signature        Date        Department Applicant Printed Name

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Department Head/Administrator Signature  Date        Department Head/Admin Printed Name