



CARDHOLDER PURCHASING CARD AGREEMENT

Cisco College is pleased to present you with a Cisco College purchasing card. It represents the district's trust in you and your empowerment as a responsible agent to safeguard and utilize the card according to district policy.

I, _____ hereby acknowledge receipt of a Cisco College, Citi Master Card, # XXXX XXXX XXXX. As an approved cardholder, I agree to comply with the terms and conditions of this agreement and assure all purchasing card procedures / policies are followed.

I acknowledge receipt of this Agreement and affirm my understanding of the district policies, procedures, terms and conditions. I understand that Cisco College is liable to MasterCard for all Cisco College charges.

I agree to use this card for approved college purchases only and agree not to charge any personal purchases. I understand the Cisco College Purchasing Department will audit the use of this card and report any discrepancies.

I understand any improper use of this card may result in disciplinary action, up to and including possible termination of employment. I agree to pay restitution to Cisco College for any charges determined to be inappropriate.

I understand Cisco College may terminate my rights to use this card at any time for any reason. I agree to return the card to the Purchasing Office immediately if requested.

Cardholder:

Signature

Date

Printed Name

I understand any improper use of this card may result in disciplinary action, up to and including possible termination of employment for the above listed employee. I agree to monitor and approve all transactions for this cardholder. I agree if negligence is committed on my part as approver, I can be held financially responsible to Cisco College for any charges determined to be inappropriate.

Supervisor or Division Chair-APPROVER:

Signature

Date

Printed Name

First Violation – Notification of Infraction/Possible Temporary Suspension of Card Use

An email will be sent to the Cardholder, their Department Administrator, and the Dean of Business Services detailing the infraction and possible results from future violations of that nature.

Second Violation – Revocation of PCard privileges

If a second violation occurs the P-Card may be cancelled and the Cardholder will no longer be eligible to obtain a P-Card. The Department would be required to use the Purchase Order system or arrange for someone in the department to take over the P-Card duties. Other disciplinary actions may be taken, up to and including termination of employment.