



I, _____, have read and understand the entirety of policy 405.202P: University Credit Cards and the University's purchasing policies.

1. I understand that employees under my supervision have been issued University credit cards in accordance with University policy and with my approval.
2. I further understand and agree that:
 - a. I am responsible for the careful review of each cardholder statement, to ensure that the cardholder uses his/her card only for purchases in compliance with all University policies and in the best interests of the University;
 - b. I will enforce policy 405.202P: University Credit Cards, as well as all other University policies;
 - c. I will require cardholders under my supervision to complete monthly statement reconciliation duties by the due date stated in the policy;
 - d. I will complete my statement approval duties by the due date stated in the policy;
 - e. I will review carefully all statements under my supervision and approve only statements with complete, accurate, and correct information and documentation; return to the cardholder(s) statements which do not meet the University's policy standards; and work with the cardholder(s) to resolve such discrepancies;
 - f. I will report violation of University policy to the cardholder, the purchase card program administrator, and my supervising vice president/executive director, if necessary, and work with these parties to resolve the issue(s);
 - g. I will participate in any necessary administrative review of card privileges of cardholders under my supervision;
 - h. My supervising vice president/executive director and the Senior Leadership Team will be made aware of cardholders under my supervision who have delinquent statements or violate policy.
3. I further understand that failure to abide by this agreement may trigger administrative review of, and disciplinary action – up to and including termination of cardholder privileges and/or employment – against, both the cardholder and myself.

Signature

Date