

# Montana State University

## Cardholder Agreement

The MSU purchasing card is essentially a standard credit card in which the *credit liability rests with the university* instead of the *individual cardholder*. The credit card empowers the cardholder to purchase goods, services and/or travel on behalf of the University.

I agree to the following regarding my use of the MSU Purchasing Card.

I understand that by signing this agreement it is my responsibility to adhere to policies and procedures made by Montana State University. Including, but not limited to the following:

1. I understand by using the MSU Purchasing Card and making financial commitments on behalf of the University, I will strive to obtain the best value for the University.
2. I **will submit** a detailed **original receipt** to my departmental accountant **immediately** after a purchase, ensuring receipt of purchased goods.
3. I understand that under no circumstances will I use the MSU Purchasing Card for personal purchases, either for myself or for others.
4. I understand that should I willfully or negligently violate the terms of this Agreement and use the MSU Purchasing Card for personal use or gain that I will reimburse the University for All Incurred Charges and Any Fees related to the collection of those charges. **Under no circumstances are reimbursements to be made to US Bank.**
5. In reading this agreement, I understand the procedures covered in the Agreement and agree to abide by them. I understand that my failure to adhere to these procedures constitutes misuse of company property and may result in cancellation of the MSU Purchasing Card and/or possible criminal charges.
6. I have been given a copy of the Purchasing Quick Reference sheet and I understand the basic requirements for using the MSU Purchasing Card system.

I acknowledge receipt of the MSU Purchasing Card.

\_\_\_\_\_  
MSU Purchasing Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Cardholder Name (Print)

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder Employee ID Number (GID)

\_\_\_\_\_  
Department