

PURCHASING CARD CARDHOLDER AGREEMENT

By accepting a California State University, Fullerton (CSUF) Purchasing Card (P-Card) for official department use you assume responsibilities pertaining to the operation and administration of the P-Card program. These responsibilities include but are not limited to the following:

1. The P-Card is issued in your name. By accepting the card, you assume responsibility for the card and will be responsible for all charges made with the card. The card is not transferable and may not be used by anyone other than you, the Cardholder.
2. Ensuring that P-Card expenditures remain within the authorized budget of the account being charged.
3. Ensuring that only appropriate, approved department purchases are charged to the P-Card and that the card will never be used for personal purchases.
4. Obtaining and submitting itemized receipts, Directive 11 approvals, travel authorization and on-campus interview numbers and other documentation in support of all P-Card purchases.
5. Reconciling P-Card expenditures online per P-Card Policy.
6. Making ChartField number changes (to authorized ChartFields only) during the reconciliation process.
7. Immediately notifying US Bank at (800) 344-5696 and the P-Card Program (ebusiness@fullerton.edu) if you suspect fraudulent use or a lost or stolen card.
8. Reporting disputed charges to US Bank. Cardholders must first contact the merchant and attempt to resolve the issue directly, before utilizing Access® Online's online dispute function.
9. Reconcile reports to ensure previous charges are accounted for appropriately by indicating the purchase date and the statement month of the original charge during the reconciliation process.
10. You agree to immediately surrender and cease use of the card upon termination of employment. In addition, you must immediately notify the P-Card Program when you transfer/change departments.

CARDHOLDER ATTESTATION

I have received a new P-Card issued by US Bank. I have received the necessary information so that I may produce and submit the required documentation as part of the reconciliation process. I understand and agree to abide by all P-Card Program policies and perform all my Cardholder responsibilities in a timely and accurate manner, including monthly reconciliation of P-Card transactions. I understand that failure to do so will result in suspension or cancellation of my P-Card. I understand and agree that the use of my P-Card for personal purchases is strictly prohibited and may be subject to legal action. Failure to adhere to P-Card policies and procedures may result in revocation of the P-Card. I understand and accept that I will be held personally liable for any inappropriate or unauthorized charges made by me on the P-Card which violate the CSUF P-Card Policy, and I will be required to reimburse CSUF for those charges. This does not include fraudulent charges that I have filed a dispute with US Bank.

Cardholder Name (print)	
Cardholder Signature	
Date	