

Missouri Southern State University

Procurement Cardholder Agreement

The University has elected to provide designated employees with a Procurement Card (P-Card) as a convenience to conduct University business. Although the card is issued in the cardholder's name, it is the property of the University and shall be used only for authorized expenditures in accordance with University Financial Policies.

Card Purpose - The card is intended exclusively as a convenience for the purchase of goods and services as authorized by the cardholder's supervisor in the conduct of University business. Use of the card for non-authorized expenditures or non-compliance with MSSU financial policies will result in revocation of card privileges and possible disciplinary action. If in doubt concerning a transaction consult with your supervisor. Use of the card for personal expenses is expressly prohibited and can result in card revocation and termination of employment.

Administrative Responsibilities - Cardholder is responsible for coding transactions weekly and submitting all receipts. Failure to timely code transactions can result in loss of P-Card privileges or card termination. It is the cardholder's responsibility to ensure that all receipts and/or statements are submitted as required.

Lost or Stolen Card - If a card is lost or stolen immediately notify UMB Bank 1-888-494-5141 and the Director of Accounting at 1-417-625-9837.

I understand and agree to comply with all cardholder responsibilities as stated in the MSSU Financial Policies, P-Card Policy, and this Procurement Cardholder Agreement:

Cardholder Signature

Date

Cardholder Printed Name

MSSU SID#

Work E-Mail

Department Name

Default Index Code

Cell Phone

Work Phone

Department/Supervisor Approval:

Supervisor/Approver Signature

Supervisor/Approver Printed Name

Date