

FLORIDA POLYTECHNIC UNIVERSITY
PRO-CARD PROGRAM

CARDHOLDER AGREEMENT

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE FLORIDA POLYTECHNIC UNIVERSITY PROCUREMENT CARD ASSIGNED TO ME FOR OFFICIAL UNIVERSITY BUSINESS ONLY:

- 1. I understand that I am being entrusted with an important financial tool and will be making financial commitments on behalf of the Florida Polytechnic University and that I will use the PCard for authorized business purposes only.*
- 2. I understand that under no circumstances will I use the PCard to make personal purchases either for others or myself. Personal purchases may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.*
- 3. I am an employee in good standing with the University and will follow Florida Law, purchasing policies of the Florida Polytechnic University, and the established guidelines for using the PCard. Failure to do so may result in either revocation of my card privileges and/or other disciplinary action.*
- 4. I have read, understand and will follow the PCard User Manual/Certification Training Program directives.*
- 5. I will turn in all receipts and charge documentation and enter into Workday. I understand that any and all PCard transactions must be finalized and approved in Workday by my Cost Center Manager no later than (15) working days total after my PCard transaction was executed.*
- 6. I acknowledge that university policy does not permit me to make or approve purchases on behalf of the University from a business entity in which I, my spouse or child have a material financial (more than 5% of stock or assets) or managerial interest (officer, director, partner or proprietor). I agree that I will NOT make such purchases with the PCard.*
- 7. I have a valid Florida Poly email address and agree that I will read all PCard related emails that I receive.*
- 8. I agree that, should I violate the terms of this Agreement, I will be subject to disciplinary action up to and including termination of employment. If I have made any unauthorized purchases I will reimburse the University for all charges and costs related to the collection of such charges. Additionally, any such charges that I owe the University may be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with Florida Polytechnic University FPU Reg. 7.007 Employee Debt Collection.*

Cardholder Name (Print)

Director of Procurement or Designee (Print)

Cardholder Signature

Signature of Approval

Date

Date