



FURMAN UNIVERSITY PURCHASING CARD PROGRAM CARDHOLDER AGREEMENT

I agree to comply with the following terms and conditions regarding the use of my Purchasing Card (P-Card).

- I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of the University. I will strive to obtain the best value of products and services for the University.
- I agree not to use the P-Card for any personal or non-business related purchases.
- I agree not to accept cash from the merchants due to refunds, returns or exchanges.
- I agree the University may terminate my right to use the P-Card at any time and for any reason.
- I agree to the proper use and protection of the P-Card as outlined in Policy 370.6, Purchasing Card Program, and Purchasing Card Program Guidelines (accessible on the Furman website).
- I agree to abide by the University's Policy 370.3, Ethical and Proper Spending Practices (accessible on the Furman website).
- I agree to reconcile my P-Card account regularly in Workday.
- I agree to notify the card issuer immediately (800.316.6056) if my P-Card is lost or stolen, or if there is unauthorized purchase(s) on my card and also inform the Program Administrator.
- I understand that improper use of the P-Card will be considered misappropriation of the University funds; I will repay the amount of the total improper purchases and accept the disciplinary action, up to and including termination of employment.
- I agree to return my P-Card to the University immediately upon request or termination of employment.
- I am aware of the University Whistleblower Policy regarding the submission of concerns regarding questionable accounting or auditing matters on a confidential and anonymous basis (Policy 094.0, accessible on the Furman website).
- I am aware that there is a Campus Conduct Hotline available for confidential reporting of unsafe or unethical behavior BEFORE it spirals out of control.

This is available online at <http://www.campusconduct.com/incident.aspx> or call 866.943.5787.



I acknowledge that I have read this Agreement and understand my responsibility as a Cardholder.

Cardholder Name

Cardholder Signature

Date