



Purchasing Cardholder's Agreement

Dixie State University is pleased to present you with a Purchasing Card. This Purchasing Card represents the trust the University has in you to make certain purchases, and with this trust comes the responsibility to protect the University's assets.

I, the undersigned, hereby acknowledge receipt of a Dixie State University Purchasing Card. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the DSU Purchasing Card training program. I acknowledge that I have participated in the required training program, have access to all training materials, and understand how to use the card correctly. I understand that the University is liable to U.S. Bank for all charges I make using the Purchasing Card.

I accept the responsibility for protection and proper use of the Purchasing Card as outlined in this Agreement and in the training program. I understand that the Purchasing Card may be used only for authorized University business in accordance with Dixie State University policies and State of Utah laws, and that no personal expenses are to be charged to the Purchasing Card. I also understand that the Purchasing Card may not be used to purchase various restricted items as described in the training.

For Employees: I further understand that improper or fraudulent use of the Purchasing Card may result in my card being revoked and in disciplinary action up to and including possible termination in accordance with University policy 372 Corrective and Disciplinary Action. Should I fail to use the Purchasing Card properly and fail to repay the University upon request, I authorize the University to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchase(s). If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the University.

For Students: I further understand that improper or fraudulent use of the Purchasing Card may result in my card being revoked and in disciplinary action including loss of stipend funds and possible suspension or expulsion.

I understand that the University may terminate my right to use the Purchasing Card at any time, for any reason. I agree to surrender the Purchasing Card immediately upon request or upon termination of my employment.

I have read the above instructions, and I understand the conditions of this agreement.

Signature of the Cardholder

Date

Type or Print Cardholder Name