

# **Southeastern University Procurement Card Program**

## **American Express Cardholder Agreement**

I AGREE TO THE FOLLOWING STATEMENTS REGARDING THE USE OF THE SOUTHEASTERN UNIVERSITY PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL UNIVERSITY BUSINESS ONLY BY INITIALING EACH SECTION.

\_\_\_\_\_ I hereby acknowledge receipt of a Southeastern University corporate credit card. As a cardholder, I agree to comply with the terms and conditions of the Cardholder Agreement and the applicable provisions of the American Express Corporate Card User Guide provided to me. I acknowledge receipt of the Guide and confirm that I will comply with its terms and conditions. I also recognize that the Guide may be revised from time to time and that I am responsible for complying with any future revisions to the terms and conditions in the Guide. I understand that Southeastern University is liable to American Express for all my charges.

\_\_\_\_\_ As a Southeastern University corporate cardholder, I agree to accept responsibility for protecting and proper use of this credit card as outlined in the Cardholder Agreement and the Procurement Cardholder Guide. I understand that Southeastern University WILL audit my use of this corporate card. I cannot use this corporate card for personal items or the restricted commodities listed in the Guide. I recognize that I must purchase commodities from the contract suppliers where Southeastern University-wide Contract Agreements are in place through the current purchase order system. I understand I cannot allow any other person to use this corporate card issued to me or any information related to this corporate card for any reason.

\_\_\_\_\_ I understand that I am responsible for repaying Southeastern University immediately should any of my actions result in any amount owed to Southeastern University by using this corporate card for personal charges. Additionally, my actions may subject me to disciplinary action, up to and including termination of employment. Should I fail to repay Southeastern University, I authorize Southeastern University to deduct any amount owed to Southeastern University from my paycheck or other compensation (such as PTO) and/or expense reimbursements due or payable to me.

\_\_\_\_\_ Cardholders may not purchase contract-related, recurring services, and assets (any tangible items costing \$5,000 or more), and personal transactions with the procurement card without prior approval from the Office of the CFO.

\_\_\_\_\_ In the event my employment terminates with Southeastern University, I authorize Southeastern University to deduct from my final paycheck, and/or any other amounts due or payable to me, the total amount owed to Southeastern University.

\_\_\_\_\_ I further understand that improper use of this corporate card may result in disciplinary action, up to and including termination of employment. I understand that Southeastern University may terminate my right to use this corporate card for any reason. I agree to return the corporate card to Southeastern University immediately upon request or the termination of employment.

\_\_\_\_\_ I understand that I will receive my American Express P-Card after I have attended training and I return this completed Cardholder Agreement to the Office of the CFO, jahudson@seu.edu.

Cardholder Employee ID #

Cardholder Name (Print)

Cardholder Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date