

Cardholder Name: _____
Department: _____
Campus Address: _____
Campus Phone: _____

Langston University Purchase Card Employee Agreement

I, as an authorized and approved cardholder, fully understand and agree to the following terms and conditions regarding the use and safekeeping of the purchase card (pcard) entrusted to me:

1. I accept full personal responsibility for the safekeeping of the pcard assigned to me, and understand absolutely no one, other than me, is permitted to use the pcard assigned to me.
2. I will be making financial commitments on behalf of Langston University and will obtain fair and reasonable prices.
3. I have received training and agree to follow all policies, procedures, and guidelines established for use of the pcard.
4. I will not use the pcard for non-Langston University related business, unauthorized purchases, or for personal purchases.
5. I will immediately report the theft or loss of the card to Bank of America by phone at 888-449-2273.
6. I understand that the use of the pcard does not exempt me from purchasing requirements as set forth in Langston University policy and procedures, Pcard Guidelines, and State statutes.
7. I understand my pcard may not be used for the following (refer to Pcard Guidelines for additional details and/or any updates that may be made):
 - **Split Purchases**
 - **Regular Monthly Payments > \$5,000 / Fiscal Yr**
 - **Oklahoma Sales Tax**
 - **Cash, Cash Advances, ATM Transactions**
 - **Donations / Sponsorships**
 - **Gifts, Gift Cards, Gift Certificates**
 - **Items that do not Serve a Business Purpose**
 - **Personal Purchases**
 - **Purchases Involving Trade-In of a University Asset**
 - **Conflict of Interest Transactions**
 - **Any Purchase from a Company owned by a University Employee**
 - **University Departments and/or Auxiliaries**
 - **Gasoline**
 - **Mail, Postage**
 - **Weapons and/or Ammunition**
 - **Moving Expenses**
 - **Service and/or Incentive Awards (or Any Items Purchased for an Employee)**
 - **Late Fees**
 - **Insurance**
 - **Purchases for Student Organizations**
 - **Alcohol**
 - **Decorations**
 - **Personal Memberships**
 - **Prepayments or Deposits**
 - **Salary/Wages and/or Benefits**
 - **Other Purchases not Permitted Under Langston University Policy and Procedures, Purchasing Policies, and State Statutes**
8. I will surrender my pcard upon (a) my termination of employment with Langston University, (b) transfer to another department within Langston University, or (c) at the request of my supervisor, Department Administration, or the Pcard Administrator.
9. I understand that I am not to use the pcard as a financial reference to obtain personal credit cards or loans.
10. I understand that I am personally responsible for obtaining all original receipts (purchase and credit documents) and supporting documentation, and submitting them in accordance with Pcard Guidelines.
11. I understand that failure to follow any of the above listed terms and conditions, Pcard Guidelines, policy and procedures and/or misuse of the pcard in any manner, may result in revocation of the privilege to use the card, disciplinary action, termination of employment, and/or criminal charges being filed with the appropriate authority.

I hereby accept the above terms and conditions.

Employee Name Printed/Typed

Employee Signature

Date Signed