

SOUTHERN METHODIST UNIVERSITY
PROCUREMENT CARD CARDHOLDER AGREEMENT

I (employee name) _____, as the Cardholder, agree to the following conditions and will abide by the conflict of interest requirements below regarding my use of Southern Methodist University Procurement Card:

CONDITIONS

- 1.** I understand that by using the Procurement Card, I will be making financial commitments on behalf of Southern Methodist University and that the University will be liable for all charges made with the Procurement Card.
- 2.** I will strive to obtain the best value for the University when purchasing merchandise with the Procurement Card.
- 3.** I agree to use the Procurement Card only for authorized purchases and in an appropriate manner, as defined in the University's Policies and Procedures for the Procurement Card Program.
- 4.** I understand that if I make an unauthorized purchase with the Procurement Card or use the Procurement Card in an inappropriate manner, I will be subject to disciplinary action including possible:
 - card cancellation
 - Cardholder authorized payroll deduction for charges unapproved for business use
 - termination of employment at the Southern Methodist University
 - criminal prosecution
 - all of the above
- 5.** I authorize the University to deduct from my salary any and all amounts for any and all prohibited purchases made on my Procurement Card that are prohibited by University policies and procedures.
- 6.** I understand that the University will monitor and audit my use of the Procurement Card.
- 7.** I agree to return the Procurement Card to the Authorized Manager within my department or administrative area, as defined the Procurement Card Program Procedures, immediately upon the request by the Program Administrator or upon my transfer to a different department or upon termination of my employment at Southern Methodist University.
- 8.** I have received a copy of the Southern Methodist University Procurement Card Program Procedures Manual, understand it and will abide by all the requirements set forth in the Manual.

CONFLICT OF INTEREST

1. Unless specific written exception has been obtained from the Vice President of Business and Finance, no employee, officer, or agent of the University shall participate in the selection, award or administration of purchases or contracts where to his or her knowledge, the employee, his or her immediate family, or partner has a financial interest in the supplier's organization.
2. Employees, officers, and agents of the University shall neither solicit nor accept cash, gratuities, favors, or anything of monetary value from suppliers or potential suppliers.
3. The Cardholder will abide by the University Policies of conduct as stated in Policy 9.12 (Personal Conduct), and Policy 9.34 (Dishonest, Fraudulent and Illegal Practices).
4. Employees, officers, and agents of the University who knowingly violate this policy will be subject to such disciplinary actions as stated in the University Policy 6.16 (Procedural Standards for Faculty Sanctions and Dismissals) and Policy 9.13 (Corrective Disciplinary Procedures for Non-Faculty Personnel) as appropriate.

My signature below indicates that I have read this agreement, understand it, and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Procurement Cardholder at Southern Methodist University.

Employee Signature: _____ **Date:** _____

SMU Employee ID (for identification purposes only): 0- _____

College and/or Department Name: _____