



# The Southern Baptist Theological Seminary

## P-Card Cardholder Agreement

I hereby acknowledge receipt of a Southern Baptist Theological P-Card, Card Number XXXX-XXXX-XXXX-\_\_\_\_\_, issued by U.S. Bank. As the cardholder or departmental card administrator, I accept responsibility for the protection of this P-Card from unauthorized use.

I have received a copy of the Seminary's P-Card policy and confirm that I have read and understand its terms and conditions. I agree with the following:

1. I am a current employee of The Southern Baptist Theological Seminary
2. I have completed the required P-Card training.
3. I understand and commit to complying with the terms and conditions of this Agreement and with the provisions of the P-Card Policy.
4. I understand that the Seminary is liable for all charges I make on the P-Card.
5. I understand that the P-Card is to be used for authorized official business purchases only and agree not to charge personal purchases to the P-Card.
6. I understand that I must use the P-Card within the operating confines of the annual budget for my department.
7. I understand that all purchases must be within the approved single and monthly transaction limits.
8. I will not split a purchase into several transactions to circumvent the approved single transaction limit.
9. I will ensure that all purchased items are received (no back orders allowed).
10. I understand that the P-Card is not to be used for travel related expenses (unless it is an approved travel card)
11. I will obtain **itemized** receipts from vendors for all purchases made on the card.
12. I understand that the Seminary will periodically audit the use of this P-Card and a determined instance of misuse may result in the immediate revocation of Cardholder privileges.
13. I understand that this P-Card is non-transferable.
14. If the Purchasing Card is lost or stolen, I will **immediately** notify Accounts Payable. I will also complete a Report of Lost or Stolen Card form and fax it to Accounts Payable at (502) 897-4202.
15. I understand that improper or fraudulent use of the P-Card may result in disciplinary action, and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment. Should I fail to use the P-Card properly, I authorize the Seminary to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the Seminary to collect any amounts owed by me under this Agreement.
16. I hereby understand that the Seminary may terminate my right to use this P-Card at any time and for any reason or no reason whatsoever. I hereby agree to return the P-Card to the Seminary's Procurement Department or my supervisor immediately upon request from the Seminary, when changing departments, or upon termination of employment.

### CARDHOLDER:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant's Title

\_\_\_\_\_  
Department

### DEPARTMENT CARD ADMINISTRATOR:

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Administrator's Title

\_\_\_\_\_  
Department