

**Stockton University
Pcard Agreement**

Name on card: _____

To ensure the appropriate use of the Pcard program established for and issued to authorized Stockton University employees to conduct the business of the University,

I _____ (Cardholder/Employee), Z# _____ agree to the following terms and conditions:

- I will use the Pcard only for approved University purposes and ensure that its use complies with all University Policies and Procedures;
- I understand that I am responsible for the physical safekeeping of the Pcard and any information relating to the Pcard and its use. I will not disclose any information regarding the Pcard or its use to anyone other than the issuing Pcard company, designated University personnel and vendors as appropriate;
- I understand that it is my responsibility to report immediately to the issuing Pcard Company and the University if I discover that the Pcard information is missing or misused. I will take immediate and appropriate action as necessary;
- I understand that it is my responsibility to review and provide adequate documentation to support all charges on the account;
- I understand that cash advances or cash equivalents are prohibited under this procedure;
- I understand that the card is not to be used for any personal obligations or purchases;
- I understand that merchandise purchased using the Pcard is to be delivered to a Stockton University campus location;
- I understand that the Pcard is not to be used for services;
- The University is tax exempt and taxes are not to be paid for merchandise purchased using the Pcard; the University's tax letter is available for distribution to the vendor;
- I have read and accept the responsibilities outlined in the Stockton University Pcard procedures and all other University policies.

In accepting the Stockton University Pcard issued in my name or department name, I agree to the terms and limitations placed on the use of the card. I understand that I will be personally responsible for any unauthorized charges that I make with the card. I understand that any unauthorized use of the card will result in revocation of card privileges, and/or disciplinary action, and the Stockton University reserves the right to demand immediate employee reimbursement and take steps necessary to recover payment from me for such charges or any damages resulting from misuse.

By signing below, I have certified receipt of the Pcard:

(Print Name of Employee)

(Signature of Employee)

(Date)

Official use

Distributed by

Date