



### *Purchasing Cardholder's Agreement*

Dixie Applied Technology College (DXATC or "the College") is pleased to present you with a Purchasing Card. This Purchasing Card ("the Card") represents the trust DXATC has in you to make purchases within DXATC policy to practically procure low cost goods and services to ensure smooth and efficient operation of your department.

I, the undersigned, hereby acknowledge receipt of a DXATC Purchasing Card. As an authorized Cardholder, I agree to comply with the terms and conditions of this agreement and with the provisions of the DXATC Purchasing Card Guide. I also acknowledge receipt of the guide and confirm that I have read and understand its provisions. I understand that DXATC is liable for all charges I make using this Card, and I am therefore accountable to the College for said charges.

I accept the responsibility for the protection and proper use of the Purchasing Card as outlined in this agreement and the Guide. I understand that the Card may be used only for authorized DXATC business in accordance with policy, and that no personal expenses are to be charged to the Card. I understand that certain restrictions in accordance with DXATC policy and at the discretion of my budget administrator if applicable may be placed on my Purchasing Card.

I further understand that improper or fraudulent use of the Purchasing Card will result in my Card being revoked and in disciplinary action up to and including termination. I agree that DXATC may collect from me any amounts improperly charged to the Card even if I am no longer employed by the College. I understand that whatever legal means necessary may be taken to recover an amount equal to any improper charges. If legal costs are incurred, I agree to pay those costs.

I understand that DXATC may terminate my right to use the Purchasing Card at any time for any reason. I agree to surrender the Card immediately upon request or upon termination of my employment.

I have read, understand, and agree to the terms set forth above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Last 4 digits of Card: \_\_\_\_\_