

University of North Carolina School of the Arts Foundation, Inc.

Purchasing Card Cardholder Agreement

Using the Purchasing Card is a privilege and a responsibility. Continued use of the Purchasing Card is contingent on your adherence to the rules and regulations set forth by the University of North Carolina School of the Arts Foundation, Inc. (Foundation). Therefore, it is vital that you read each statement carefully to insure that you fully understand the program's key policies and sign below your acceptance before you may begin using the card.

1. I have read and understand the **Purchasing Card Policies** located at UNCOSA's Website on the forms page under Foundation Forms.
2. I understand that under no circumstances will I use the Purchasing Card to make personal or non-work related purchases, either for myself or for others.
3. I understand that I will not request or receive cash from suppliers as a result of exchanges or returns, a credit should be applied back to the purchasing card.
4. I understand that the Foundation can terminate my right to use the Purchasing Card at any time for any reason.
5. I agree to return the card to the Foundation immediately upon request from the Foundation, transfer to another department, or termination of employment.
6. I understand that I cannot use the Purchasing Card for the items excluded in the Purchasing Card Policies and the UNCOSA Spending Policy. These include:
 - a. Payments for moving expenses.
 - b. Payments to individuals, consultants, or employees.
 - c. Purchase flowers or gifts for a staff member's birthday, wedding, birth of children, first day of employment, holidays, or special recognition days such as Administrative Assistant Day.
 - d. Payment for memberships in non-job related professional societies, air travel clubs, health club memberships, or hotel amenities such as movies, or mini-bar purchases in a hotel room.
 - e. Personal support such as clothing, household items, or medical or personal services such as massages, cosmetics, or hair care. The student special needs fund is exempted from this stipulation.
 - f. Payment of fines or parking tickets.
 - g. Payment for finance charges and late fees.
 - h. Making political contributions.
7. I understand that DAILY audits may be conducted on all Purchasing Card transactions and that I am required to provide documentation for all transactions.
8. I understand that improper or fraudulent use of the card may result in termination of my Purchasing Card privileges by the Foundation, and may result in disciplinary action by UNCOSA, up to and including termination of employment. I agree to allow the Foundation to collect any amounts owed by me for improper purchases even if UNCOSA no longer employs me. Should I fail to use the Card properly I authorize the Foundation to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If the Foundation initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all costs and legal fees incurred by the Foundation.

Cardholder Name:		
Print Name	Signature	Date
Department Name		
Print Name	Number	
Witness:		
Foundation Employee (Print Name)	Foundation Employee Signature	