



the evergreen state college

P-Card Card User Agreement

I (employee name) _____, as a Card User, agree to the following conditions regarding my use of the The Evergreen State College Procurement Card:

1. I understand that by using the Procurement Card, I will be making financial commitments on behalf of The Evergreen State College and that the College will be liable for all charges made with the Procurement Card.
2. I will strive to obtain the best value for the College 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 Procurement Card Handbook. I further understand that if I detect an unauthorized transaction or identify an inappropriate use of the card to notify my Cardholder, Card Manager and/or the program administrator as necessary.
4. I understand that should I make an unauthorized purchase with the Procurement Card or use the Card in an inappropriate manner, I will be subject to disciplinary action including revocation or suspension of card use, possible card cancellation, termination of employment at The Evergreen State College and criminal prosecution.
5. I understand that training may be required by both The Evergreen State College and Washington State and agree to comply with all mandated requirements in a timely manner.
6. I understand that it is my responsibility as a Card User to; make purchases, collect and turn in detailed receipts, comply with the processes and policies set forth by my unit's Cardholder and Card Manager. I understand that I may be required follow up with vendors, users, and other employees to meet all requirements of this agreement.
7. I have received a copy of The Evergreen State College Procurement Card Handbook and understand that by this reference it is incorporated and made a part of this agreement. I therefore agree to abide by all requirements set forth in said handbook.
8. I agree to abide by the ethics guidelines set forth in the manual and described in assigned training.
9. 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 the duration of this agreement and/or as long as I am a Card User at The Evergreen State College.

Card User's Name (Please Print)

Card User's Signature & Date

Assigned Cardholder's Signature

Card Manager's Authorization & Date