



the evergreen state college

P-Card Cardholder Agreement

I (employee name) _____, as the Cardholder, 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 Card Manager and 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 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 cardholder to; make purchases, monitor the activity of approved users in my area, collect detailed receipts, approve charges via related accounting platforms, and follow up with vendors, users, and managers 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 as long as the duration of this agreement and/or I am a Procurement Cardholder at The Evergreen State College.

Cardholder's Name (Please Print)

Cardholder's Signature & Date

Approving Official Signature
(Cardholders supervisor w/ budgetary authority)

Program Administrator's Authorization & Date