



PC-102
CARDHOLDER AGREEMENT

The Purchasing Card (P-Card) is to be used only to make purchases at the request of and for the legitimate business benefit of Lander University. The Purchasing Card must be used in accordance with the provisions of the Purchasing Card Program Cardholder Manual and in accordance with the Purchasing Card policies and procedures established by Lander University. Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to termination of employment. ***Refer to Purchasing Card Manual at <https://www.lander.edu/about/offices-departments/procurement-services/index.html>***

Employees who are found to have inappropriately used the Purchasing Card will be required to reimburse Lander University for all costs associated with such improper use.

SECTION 1 – P-CARD INFORMATION:

Date of P-Card Training Completion: _____

Spending Limits:

Single Transaction (STL) \$ _____

Monthly Credit Limit (CL) \$ _____

SECTION 2 – CARDHOLDER INFORMATION:

Last Name: _____

First Name: _____

L#: _____

PHONE #: _____

EMAIL: _____

DEPT CPO BOX #: _____

SECTION 5 – SIGNATURES:

I have completed the P-Card Training Course, read the Purchasing Card Manual, and agree to comply with State and University policies and procedures.

CARDHOLDER SIGNATURE: _____ Date: _____

Return completed forms to the Office of Procurement Services procurement@lander.edu