



**University of the Incarnate Word
P-Card Program Cardholder Agreement**

As a cardholder, I am responsible for the use and safeguarding of my card. I will exercise prudent judgment when expending University funds and will ensure all transactions adhere to the University's P-card policy and all other applicable policies.

As a cardholder, I am responsible for ensuring all P-card transactions abide by the following:

- The charges are appropriate business expenses and made in accordance with University policies.
- There are no charges that are for personal use.
- The charges have a legible, appropriate receipt or other supporting documentation attached.
- The charges do not include taxes from which the University is exempt.
- The charges are assigned to a budget for which I have authority.
- The charges are assigned an appropriate account number based on the nature of the expenditure.
- The charges include a detailed description of the expense.

I am responsible for submitting monthly P-Card Expense Reports on a timely basis in accordance with the P-card policy. I acknowledge I may be subject to card suspension or cancellation or other disciplinary actions up to and including termination if I do not adhere to my obligations as a cardholder. I authorize the University to payroll deduct from my paycheck for any transactions that are not in compliance with University policies.

Policy Provided Training Completed

NAME (PIDM:)

Date