FINANCIAL SERVICES
TEXAS WOMAN'S UNIVERSITY

# Individual PCard Agreement
# PCard Program

## Agreement

I hereby acknowledge receipt of a Texas Woman's University Individual PCard. I acknowledge that I have read, understand, and agree to comply with the terms and conditions of this Agreement. I acknowledge that TWU is liable to U.S. Bank for all TWU charges and understand that TWU will audit the use of this card.

I agree to use this card for Texas Woman's University business purchases only and under no circumstances will I use the Individual PCard to make personal or non-TWU purchases, either for myself or for others. I understand that making such purchases will result in card suspension or cancellation. I understand that I will not request or receive cash from suppliers for exchanges or returns.

I understand that all purchases must be made in accordance with the State of Texas and Federal applicable statutes and regulations, the State Comptroller's rules, and Texas Woman's University rules. I understand that purchases require sufficient documentation supporting the purchase. I understand that making non-compliant purchases may result in card suspension or cancellation.

I have reviewed the PCard Program policies, procedures, and guidelines and agree to follow the established policies and procedures when using the PCard. Failure to do so may result in revocation of my PCard privileges or other possible disciplinary actions. I understand that the PCard Program policies, procedures, and guidelines may be updated at any time, and I am responsible for staying informed of such updates.

I understand that the PCard is property of Texas Woman's University. I understand that Texas Woman's University may terminate my right to use the PCard at any time, for any reason.

I understand that I am the only individual authorized to use this PCard. It is not transferable to any other individual. I understand that allowing someone else to use my Individual PCard will result in card suspension or cancellation.

Upon my transfer to another TWU department, I will contact Credit Card Services to update my information. Upon termination of my employment, I will submit a Request in Concur to close my PCard and destroy the card.

**Reporting**: I understand that all PCard Expense Reports must be submitted and approved in Concur with all supporting documents by the 13th of the month. If the 13th falls on a weekend or a holiday, reports are due by the preceding business day. I understand that if the PCard Expense Report is not submitted and approved in Concur by this deadline, the card may be suspended.

**Bridge Training:** I confirm I have completed required Bridge Training within the past year. I understand that this training is required annually or when a card is suspended, a new card is issued due to fraudulent activity, or a new card is issued due to card expiration.

**Records Retention**: I understand that all PCard documentation must be retained either physically or digitally for the current Fiscal Year, as well as three (3) preceding years per the University Record Retention Schedule.

## Cardholder Acknowledgement

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|---|---|
| Cardholder Name | Department Name |
| Cardholder Signature and Date | Department Head or Supervisor Name |

## TWU Credit Card Services Official Use Only

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|---|---|
| Date Form Received | Received By |