

BOISE STATE UNIVERSITY /STATE OF IDAHO

CARDHOLDER USER AGREEMENT

Please read this agreement carefully before signing. You are being entrusted with a Boise State University Purchasing Card, issued by Wells Fargo Bank. The card is provided to you based on your need to purchase materials for the State of Idaho. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission.

1. I understand that I am being issued a BSU Purchasing Card in order to make authorized business purchases only:
 - a. I have read and will follow the State of Idaho Purchasing Card Policies & Procedures (http://finad.boisestate.edu/pcards_policies.htm). I will strive to obtain the best value, which includes requesting Sales Tax Exemption for all purchases.
 - b. I understand my pcard has both a single transaction limit and a monthly limit. I will not attempt to bypass limits by splitting charges.
 - c. I understand that entertainment-related expense of any kind using BSU funds requires management approval. Under no circumstance may the BSU Purchasing Card be used for casual or unplanned business meetings or for social gatherings.
 - d. Under no circumstances will I use the BSU Purchasing Card to make personal purchases, partial or in full, for myself or for others. Using the pcard for any personal expense could be considered misappropriation of State of Idaho funds and could result in corrective action, up to and including termination of employment.
 - e. I will reimburse Boise State University within thirty (30) days for any personal expense and any fees related to the collection of those charges.
 - f. The BSU Purchasing Card is issued in my name. I will not allow any other person to use the card. I will not share my CCER login or password information with others.
 - g. If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 1-800-932-0036, the university pcard administrator, and my department coordinator.
 - h. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement in a timely manner and resolve any discrepancies by either contacting the supplier or Wells Fargo Bank.
 - i. I agree to surrender the BSU Purchasing Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

Your signature below indicates that you have read and will comply with the terms of this agreement and all other purchasing and p-card policies. Failure to do so may result in deductions from employee paychecks for unauthorized, illegal, or undocumented purchases; suspension or revocation of card; and personnel action up to and including termination, as appropriate based on the violation.

Employee Name (print) _____ Cardholder # _____

Employee Signature _____ Date _____