



I, _____, have read and understand the entirety of policy 405.202P: University Credit Cards and the University's purchasing policies.

1. I further understand and agree that I will:

- a. Use the purchase card only for business-related purchases authorized by University policy and in the best interests of the University,
- b. Obtain the best value for the University before making a purchase,
- c. Under no circumstances use the card for personal or other non-University purchases,
- d. Keep the card in a secure location and within its protective sleeve at all times,
- e. Prohibit use of my card by other individuals except as stipulated by policy,
- f. Ensure that all applicable purchases are exempt from sales & use tax within Missouri and other eligible states,
- g. Obtain necessary and complete documentation for all card transactions,
- h. Reconcile and submit statements by the monthly due date stated in the policy,
- i. Examine all statements for fraudulent charges and resolve any subsequent disputes,
- j. Ensure all refunds are credited directly back to the card,
- k. Immediately report a lost or stolen card to the card-issuing bank and complete the card replacement process,
- l. Immediately surrender the card to a program administrator or other appropriate University personnel as required due to a change in position, as part of disciplinary action, or upon suspension or termination of employment with the University.

2. I further understand and agree that

- a. I will be held financially responsible for any personal charges, non-University charges, or charges otherwise found to be in violation of University policy (**initial here _____**) and
- b. Any such charges will be billed to my personal University account, whereupon I will reimburse the University for said charges, *whether by payment or payroll deduction* (**initial here _____**).

3. I further understand and agree that I will be held financially responsible for the amount of avoidable Missouri sales tax applied to charges on my monthly statements (**initial here _____**).

4. I further understand that I will be held financial responsible for credit card purchases for which I lack documentation, except in rare cases in which the occurrence is beyond my control (see policy 405.202P: University Credit Cards for examples) (**initial here _____**).

5. I further understand and agree that violation of the policies contained in policy 405.202P: University Credit Cards may result in a reduction, suspension, or revocation of my cardholder privileges and/or other disciplinary action, up to and including termination of employment with Drury University (**initial here _____**).

Signature

Date