

**Austin Peay State University
Purchasing Card
Employee Agreement**

I, _____, hereby request a purchasing card. As a holder I agree to comply with the following terms and conditions regarding the use of the card.

- I understand that I am being entrusted with a valuable tool – a purchasing card – and will be making financial commitments on behalf of Austin Peay State University and will strive to obtain the best value for the university.
- I understand that the card will be issued in my name; therefore, it is my responsibility to maintain an accurate log for the use of the card. The card should never be given to another person to use.
- I understand that Austin Peay is tax exempt, and it is my responsibility to ensure that NO tax is charged to my account.
- I understand that the University is liable to Bank of America for all charges made on the card, and that I am personally liable to Austin Peay for any unauthorized charges made on the card.
- **I agree to use the card for approved purchases only and agree not to charge personal purchases. I understand that my transactions will be audited and appropriate action will be taken on any unauthorized use of the card.**
- I will follow the established policy and procedures while using the purchasing card. Failure to do so may result in either revocation of my use of privileges or other disciplinary actions.
- I have been given a copy of Cardholder Responsibilities and understand the requirements for the card's use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement).
- **Austin Peay State University has my permission to deduct from my paycheck any unauthorized charges that may be on my account.**
- If the card is lost or stolen, I agree immediately to notify the Bank of America and the Purchasing Department at 7022.

EMPLOYEE SIGNATURE

DATE

PERSON RESPONSIBLE FOR ACCOUNT

DATE