



Purchasing Card Cardholder Agreement

Loyola Marymount University is pleased to present you with the Purchasing Card (P-Card). It represents the University's trust in you as a responsible employee to safeguard the assets of the University.

I, _____, hereby acknowledge receipt of the LMU Purchasing Card, Number _____. I have read and understand the terms and conditions of this agreement. As a Cardholder, I agree to comply with the terms and conditions of this agreement and the procedural training I have completed. As the Cardholder, I accept responsibility for the protection of this P-Card from unauthorized use.

Terms and Conditions

I understand that Loyola Marymount University is liable for all charges incurred by me.

I understand that the P-Card is the property of the bank and if at any time the card is lost or stolen, I accept responsibility to notify the bank immediately.

I understand that this P-Card is non-transferable.

I understand that I must use the P-Card within the operating confines of the annual budget for my department.

I understand that the University will audit the use of this P-Card and a determined instance of misuse will result in the immediate revocation of Cardholder privileges.

I understand that use of this P-Card in the manner authorized is a condition of employment.

I understand that personal purchases are strictly prohibited.

I understand that the University may terminate my right to use this P-Card at any time for any reason.

I agree to return the P-Card immediately upon request, upon changing departments or upon my separation from the University.

Applicant's Signature: _____

Date: _____

Print Name: _____

Department: _____

Campus Address: _____

Campus Phone: _____