



# BOSTON UNIVERSITY PURCHASING CARD

## CARDHOLDER AGREEMENT

Boston University is pleased to present to you the Purchasing Card (Pcard) Program. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets.

As a Cardholder, I , agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Purchasing Card Program Manual, which will be provided during cardholder training, and as such documents may subsequently be revised. I understand that Boston University is liable for all charges made by me.

As a holder of the PCard, I agree to accept responsibility for the protection and proper use of the credit card as outlined in this Agreement and the User's Guide. I understand that the University **WILL AUDIT** the use of the PCard. I understand that **I CANNOT** use the PCard for the restricted commodities, where University Preferred Vendor contracts are in place, should be purchased from University contracted suppliers. I agree that I will be held responsible for any and all improper or unauthorized purchases or charges or any other improper use of the purchasing card as outlined in this agreement and the Program Manual or as may be otherwise limited, prohibited, or restricted by Boston University.

I further understand that improper or unauthorized use of the Pcard may result in loss of card privileges and disciplinary action, up to and including **TERMINATION OF EMPLOYMENT**. Should I fail to use the PCard properly, I authorize Boston University to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow Boston University to collect any amounts owed by me even if I am no longer employed by the University. If Boston University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees and costs up to and including the appellate levels incurred by the University in such proceedings.

I understand that Boston University may terminate my right to use the PCard at any time for any reason. I agree to return the PCard to the University immediately upon request or upon resignation of transfer to another department.

### SIGNATURES

Cardholder Signature		Approver Signature	
Name and Title		Name and Title	
Date		Date	

Please email or mail the completed application and agreement to:

Purchasing Card Program Administrator  
Card Services, Accounts Payable  
25 Buick St  
Boston, MA 02215  
[Pcard@bu.edu](mailto:Pcard@bu.edu)