



**CREDIT CARD
CARDHOLDER AGREEMENT FORM**

Pikes Peak State College (“PPSC” or “College”) is pleased to provide you with a State authorized Credit Card otherwise known as the Procurement Card (pcard). The card represents PPSC’s trust in you as a responsible employee to safeguard and protect its asset.

By signing below, I hereby acknowledge receipt of a PPSC Procurement Card. As a cardholder, I agree to comply with the terms and conditions of state Procurement, Personnel and Fiscal Rules, the Colorado Community College System’s Fiscal Rules, PPCC’s Procurement Rules, this Agreement and the stated provisions of the PPCC Procurement Card Program Handbook provided to me.

I acknowledge completion of Procurement card training and receipt of the Handbook. I have read and understand the provisions of training and the Manual. I understand that the College is liable to US Bank Visa for all charges made by me. I further understand that any unallowable charges made by me are the liability of the College and are subject to personal liability.

As the holder of the Card, I agree to accept responsibility for the protection and proper use of the Card as outlined in this Agreement and the Manual. The card is to be used only by me to pay vendors for allowable purchases of goods and services. I cannot use the card for personal purchases or any of the other prohibited items listed in the Manual. I shall protect the Card at all times to prevent its unauthorized use. I understand that the College and System WILL audit the use of the Card. Should the Card be lost, stolen or compromised in any manner, I shall immediately notify US Bank to cancel the card as well as my Approving Official and Procurement Card Administrator. I also agree to reallocate my charges or arrange for reallocation within the time limits defined in the Manual.

I understand that the Card is the property of PPSC, assigned to me, and that, in the event of willful or negligent default of these obligations, PPSC shall take any recovery action deemed appropriate, that is permitted by law, which may include termination of employment and personal liability of the Cardholder for unauthorized charges and any costs, fees, and/or attorney’s fees associated with the collection of the debt. Furthermore, upon notification of my transfer from PPSC or termination of employment with PPSC, including resignation or retirement, I agree to return this Card to the Procurement Department for immediate cancellation.

Applicant: _____
Signature

Date

Printed Name: _____

Immediate Supervisor: _____
Signature

Org Code Owner (if different): _____
Signature