

# Bryant University Purchasing Card Cardholder Agreement

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- The Purchasing Card (P-Card) is provided to Bryant University employees based on their need to purchase business related goods and services. A card may be revoked at any time based on change or assignment. The card is not an entitlement nor is it reflective of title or position.
- The P-Card is for business related purchases only. Personal charges are not to be made with the card.
- The person whose name appears on the card is the only person entitled to use the card and is responsible for all charges made against the card.
- Improper use of the card, including the purchase of restricted items, may be considered misappropriation of Bryant funds and may result in disciplinary action, up to and including termination. The university reserves the right to take legal action to recoup such funds. In the event the university prevails in any lawsuit against a cardholder to recover unauthorized charges, the cardholder agrees that the court may award the university its reasonable costs and attorney fees.
- Cardholders are expected to comply with internal auditing control procedures in order to protect University assets.
- A cardholder must surrender his or her card upon termination of employment (i.e. retirement, voluntary or involuntary termination).

**Your signature verifies that you have read and understand the Purchasing Card, Travel & Entertainment Policy; you have received training either in person, zoom or online and you understand the policy and agree to comply.**

\_\_\_\_\_  
*Cardholder Name (printed)*

\_\_\_\_\_  
*Cardholder Signature*                      *Date*

**Cardholder Authorization - please indicate level:**

**Level 1: P-Card Purchases**

**Level 2: Travel Purchases**

**Level 3: Both P-Card & Travel Purchases**

\_\_\_\_\_  
*Divisional VP Name (printed)*

\_\_\_\_\_  
*Divisional VP Signature*                      *Date*