



PURCHASING CARD AGREEMENT

You have been approved to use a Western Texas College purchasing card. It represents the College's trust in you and your ability to be a responsible agent and to utilize the card according to the Western Texas College Purchasing Card Policy.

I, _____, hereby acknowledge receipt of Western Texas College Citibank Mastercard # _____. As an approved cardholder, I agree to comply with the terms and conditions of this agreement and to follow all purchasing card procedures and policies.

I have completed the necessary training and read the Western Texas College Purchasing Policy, and I understand my responsibilities as a cardholder.

I understand that Western Texas College is liable to Mastercard for all the charges made with the purchasing card, but that I am liable to Western Texas College for any charges which are deemed to be inappropriate use of College funds and/or are prohibited by the Purchasing Card Policy or other College or State purchasing policies. I understand that my card charges will be examined and audited by one or more of the following: my supervisor, the Director of Purchasing and Compliance, the Controller, the Chief Financial Officer, and/or the Business Office Manager.

I understand that any improper use of the Purchasing Card may result in disciplinary action, up to and including possible termination of employment. I agree to pay restitution to Western Texas College for any charges determined to be inappropriate.

I understand that Western Texas College may terminate my rights to use this purchasing card at any time and for any reason. I agree to return the card to the Director of Purchasing and Compliance or the Chief Financial Officer immediately if requested or upon termination of my employment with Western Texas College.

Cardholder:

Signature

Date

Printed Name