**Mansfield University Purchasing Card Acceptance Form**

(Revised 6/2018)

By accepting a Mansfield University Purchasing Card, I agree to comply with the following terms and conditions regarding its use.

I understand that I am being entrusted with a payment tool that authorizes me to make financial commitments on behalf of the University as provided for in the University P-Card and Purchasing policies; and **I agree to use the P-card for University authorized purchases only according to all University policies, rules and requirements. Failure to do so may result in either revocation of my use of the P-card or other disciplinary actions, including discipline in accordance with the Employee Handbook, Collective Bargaining Agreements, and all applicable laws, regulations and policies.**

I understand the University is liable to the P-card provider for all charges made on the

P-card. **I agree to use the P-card for University authorized purchases only and agree not to charge personal purchases with the P-card. I also understand that I will be required to reimburse the University for any unauthorized purchases.**

**I agree to complete and submit my P-card log along with all other required documentation to support all P-card purchases including receipts, appropriate approvals and justification forms to Accounts Payable no later than the 12th of the following month. I understand if I fail to do so my P-card privileges may be suspended.**

**I agree to return the P-card immediately upon request or termination of employment (including retirement). Should there be any organizational change, which causes my cost center to change, I also agree to notify the P-card Program Administrator of such changes.**

**If my P-card is lost or stolen**, I agree to notify the P-card Administrator and the P-card provider immediately.

Employee Printed Name P-Card # (last 4 digits) Date

Employee Signature Witness Signature