

**UNIVERSITY OF NEW MEXICO
CARDHOLDER AGREEMENT**

The University of New Mexico is pleased to present you with the Purchasing Card. It represents the University's trust in you and your empowerment as a responsible employee of the University.

I, the undersigned, as a Cardholder, agree to comply with the terms and conditions of this Agreement and all applicable UNM Policies and Procedures including but not limited to:

- Approved and Prohibited Use of the Card
- Purchasing Card Record Keeping
- Placing an Order
- Reporting Lost or Stolen Cards
- Change in Employment Status
- Reconciliation of Monthly Statement

I acknowledge that I have been trained in the use of the Purchasing Card and understand the above-mentioned Policies and Procedures.

I understand that I cannot use the Purchasing Card for personal items and that the Card may only be used to purchase items for the University.

I understand that I am responsible for the security of the Purchasing Card and the password that has been assigned to me. I agree that I will not allow others to use my Purchasing Card or software password.

I further understand that improper use of the Purchasing Card may result in disciplinary action, up to and including termination of employment. Should I use the Purchasing Card for personal items, I authorize the University of New Mexico to deduct from my salary or from other monies owed me, an amount equal to the total of the personal purchases. I also agree to allow the University of New Mexico to collect any amounts owed by me even if the University no longer employs me. I agree that the University has the right to charge me for any legal fees or collection cost for any amounts that I owe.

I understand that the University may terminate my Purchasing Card privileges at any time for any reason without giving me notice of such termination of privileges.

I agree to return the Purchasing Card immediately upon request or change in employment status.

CARDHOLDER:

| | |
|--------------------------|--------------------|
| Signature: _____ | Date: _____ |
| Printed Name: _____ | Banner Id #: _____ |
| Department: _____ | Phone: _____ |
| Campus Address: _____ | Email _____ |