

**TEXAS A&M UNIVERSITY-SAN ANTONIO
PROCUREMENT CARDHOLDER AGREEMENT**

I hereby acknowledge receipt of a Texas A&M University-San Antonio _____ Card. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Procurement Card Program.

I acknowledge that I have previously attended required training and have read and understand the terms and conditions of this Agreement and the Procurement Card Program. I understand that TAMU-SA is liable to Citibank for all TAMU-SA charges.

I agree not to submit a duplicate travel reimbursement via a Request for Travel Reimbursement Form or any other form for items purchased using a TAMU-SA Travel Card.

I agree that I am responsible for the monthly card reconciliation and I will provide all program related documentation. I understand that I will submit my monthly reconciliation on or before established program deadlines.

I agree to use this card for TAMU-SA approved purchases **only** and agree not to charge personal purchases. I understand that TAMU-SA will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment. I agree to repay TAMU-SA any amounts owed by me even if I am no longer employed by TAMU-SA.

I understand that the card is property of TAMU-SA. I further understand that TAMU-SA may terminate my right to use this card at any time for any reason. I agree to return the card to TAMU-SA immediately upon request or upon termination of employment.

Cardholder: _____ **Card #:** _____ **(last 6 digits)**

Signature: _____ Date: _____

Department: _____

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.