



Tallahassee Community College

Cardholder Agreement

Company # 6620551

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE TALLAHASSEE COMMUNITY COLLEGE PURCHASING/EXPENSE CARD ASSIGNED TO ME FOR OFFICIAL STATE BUSINESS ONLY:

- 1) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the College and will strive to obtain the best value for the College.
- 2) I understand that under no circumstances will I use the Card to make personal purchases, either for myself or others. Using the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
- 3) I will follow Florida Law, purchasing policies of TCC, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
- 4) I have been provided a copy of the Card Guidelines and understand the Card Program. I will direct all questions to the Director of Procurement and Auxiliary Services to clarify my understanding of the Card Program.
- 5) I agree to review and reconcile transactions timely, and will maintain all applicable information and receipts.
- 6) I agree that, should I violate the terms of my Agreement, I will reimburse the College for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the College may be deducted from any money which would otherwise be due and owing me, including salary or wages.
- 7) I agree to immediately surrender the Card issued to me upon termination of employment to the Director Procurement and Auxiliary Services.