

CARDHOLDER AGREEMENT FORM—Corporate Liability Purchase Card

The State of Louisiana (“State”) and Delgado Community College _____ (“Delgado”) are providing you with a Corporate Liability Purchase Card. The Purchase Card must only be used for State of Louisiana official business. All acceptable charges must be in accordance with the current State of Louisiana Corporate Liability Purchase Card and CBA Policy, Delgado Purchasing Policy and all current purchasing rules and regulations, if applicable. Applicable rules and policies include, without limitation, the following:

Procurement Rules: <http://www.doa.louisiana.gov/osp/osp.htm>
 State of Louisiana Corporate Liability Purchase Card and CBA Statewide Policy
 Delgado Purchase Card Policy and Procedures

I, _____, (“Cardholder”) agree that upon receipt of the Purchase Card I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing.

Conditions for Use of Purchase Card

As the cardholder, I agree to accept responsibility for all charges against the card and the protection and proper use of the Purchase Card as outlined in this Agreement and all relevant rules and policies, which I have read and completely understand. I further agree to:

- (1) Never use the Purchase Card for the purpose of paying vendors for allowable purchases of goods and services which are not for official state business;
- (2) Never use the Purchase Card for personal purchases;
- (3) Never allow others to use the Purchase Card or use my card;
- (4) Always obtain and submit all original receipts, invoices and other necessary documents for each transaction as well as verify the charges on the Purchase Card and to submit such charges for approval, dispute, credits and/or fraud processing; and
- (5) Always reconcile purchases within the State/Delgado’s prescribed timelines, but in no instance later than 15days past the statement date. I understand and agree that Delgado will monitor the use of the Purchase Card and that I will be personally liable for any unauthorized use thereof.

Penalties for Misuse of Purchase Card

I acknowledge and agree that I understand that in the case of my willful or negligent default of my obligations under this Agreement, the State/Delgado has the following rights, to the extent authorized by law:

- (1) To deduct any unauthorized charges in accordance with Delgado Purchase Card Policy, until all unauthorized charges are paid in full.
- (2) The State/Delgado may pursue any remedy for the recovery of unpaid amounts, including referring of unpaid amounts to an attorney for collection.
- (3) The State/Delgado may impose any appropriate corrective or disciplinary action permitted, including cancellation of card privileges and or up to termination and possible criminal charges, under applicable law.

Lost Travel Card

If the Purchase Card is lost, stolen, or compromised in any manner, I shall immediately notify Delgado’s program administrator and the bank issuing the Purchase Card.

Return of Purchase Card

Upon notification of my transfer from Delgado, change in duties, termination of employment, suspension, retirement or cancellation of my Purchase Card privileges, I agree to notify Delgado’s program administrator and to promptly return the Purchase Card to Delgado.

Cardholder:	Employee ID# _____
Signature: _____	Date: _____
Print Name: _____	Phone: _____
Delgado Title/Department: _____	E-Mail: _____
Approving Authority:	
Signature: _____	Date: _____
Print Name: _____	Phone: _____
Delgado Title/Department: _____	E-Mail: _____