# Cardholder Agreement

You must carefully read and sign the following to indicate that they are clearly understood.

**Please note: Misuse or failure to comply with the rules of issue may result in your Corporate Card being withdrawn and disciplinary action being taken in certain circumstances.**

## **Duties of the Cardholder:**

1. I understand that I am being entrusted with a Purchasing Card and will only use the card to make financial transactions on behalf of Aberystwyth University.
2. I agree to use this card for appropriate Aberystwyth University business purchases only and not to use the card for personal purchases.
3. I will follow the established Purchase Card Policy for the use of this card, which I have seen and understood.
4. I understand that all items purchased, using the card, are to be delivered to Aberystwyth University premises only and to a named member of staff.
5. I understand that the finance team will monitor the use of this Card and may involve the Internal Audit Section to carry out any investigations into any possible misuse of the Corporate Card.
6. I understand that the Finance Team will take appropriate action to recover any expenditure from me on purchases not made in accordance with these Rules of Issue.
7. I understand that disciplinary action may also take place as a result of any investigations into the improper use of the Purchasing Card.
8. I agree to surrender the Card to the Finance Team:
   1. upon retirement, termination of my employment with Aberystwyth University
   2. I understand that any use of the card after authorisation for use is withdrawn is strictly forbidden and may be subject to disciplinary action.
9. In the event of the card being lost or stolen, I agree that I will notify the Finance Team immediately In particular, I understand that:
   1. **The Card is not:**
      1. to be used for personal purchases
      2. to be used by anyone else

## **Declaration**

As the holder of the Purchasing Card, I confirm that I have read and agree the terms and conditions set out above regarding my use of the Card.

### **Cardholder Supervisor**

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| --- | --- | --- | --- |
| **Name** | Click or tap here to enter text. | **Name** | Click or tap here to enter text. |
| **Department** | Click or tap here to enter text. | **Department** | Click or tap here to enter text. |
| **Signed** |  | **Signed** |  |
| **Date** | Click or tap to enter a date. | **Date** | Click or tap to enter a date. |