

## Kirkwood Community College Purchasing Cardholder User Agreement

You are being entrusted with a Kirkwood Community College purchasing credit card, issued by Wells Fargo Bank. The card is provided to you based on your need to operate on a daily basis and to make purchases for Kirkwood Community College. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of Kirkwood Community College and will strive to obtain the best value for Kirkwood Community College.
2. I have read and will follow the Purchasing Card Policies and Procedures. Failure to do so could be considered a misappropriation of Kirkwood Community College funds. Failure to comply with this Agreement may result in either revocation of my use privileges or other corrective action, up to and including termination of employment.
3. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of Kirkwood Community College funds and could result in corrective action, up to and including termination of employment.
4. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use Kirkwood Community College shall have the right to deduct any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc, from my paycheck. The current laws of the state of Iowa shall govern the enforceability of this agreement.
5. The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges to the card.
6. The Purchasing Card is College property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect Kirkwood Community College assets. This may include being asked to produce the card to validate its existence and account number.
7. If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 800-932-0036 and Business Services at Kirkwood Community College.
8. I will receive a monthly statement, which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement each month, make any budget account coding changes to the expenses if needed, and resolve any discrepancies by either contacting the merchant or Wells Fargo Bank myself.
9. I agree to surrender the Purchasing Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
"K" number

\_\_\_\_\_  
*My signature below as Supervisor/Manager authorizes  
this person to make purchases for Kirkwood CC.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date