The University credit card is a valuable property which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

a. The Cardholder is responsible for monthly reconciliation, and shall return required documentation no later than 10th of the following month after receipt of the monthly statement. Failure to submit reconciliation and receipts in a timely manner will result in deactivation of a Pro Card until documentation has been received by the Controller's Office. **Employee initials**

b. The Cardholder shall be personally responsible for payment to the University for any transactions that are unapproved or determined to be in non-compliance with policies and procedures. If such charges were prepaid by CSU, these amounts will be repaid by the traveler to CSU or deducted from their pay. **Employee initials**

c. Failure to comply with applicable policies and procedures shall result in immediate revocation of the cardholder’s ProCard privileges. **Employee initials**

d. Misuse or unauthorized use of the ProCard shall result in immediate disciplinary action, up to and including termination of employment. **Employee initials**

e. The Cardholder shall protect the ProCard at all times and shall not permit card to be used by others. **Employee initials**

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**Employee Name (PRINT)**

Date

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**Employee Signature**

Date

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**Employee Signature Witness by**

Date

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**VP Administration & Finance Signature**

Date

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CC: Payroll Specialist/Human Resources Director