

SEATTLE PACIFIC UNIVERSITY PURCHASING CARD USER AGREEMENT

Seattle Pacific University is pleased to present you with this Purchasing Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect our assets.

I, _____, hereby acknowledge receipt of a Seafirst MasterCard Purchasing Card, number _____. As a Corporate Cardholder, I agree to comply with the terms and conditions of this agreement, including the SPU's MasterCard Purchasing Card Program Policies and Procedures Manual, attached to this agreement.

I acknowledge receipt of said Agreement and Policies and Procedures Manual and confirm that I have read and understand the terms and conditions. I understand that Seattle Pacific University is liable to Seafirst Bank for all charges.

I agree to use this card for SPU's approved purchases **only** and agree **not** to charge personal purchases. I understand that SPU **will** audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I understand SPU may deduct, from my salary, that amount equal to the total of the discrepancy. I also understand SPU may elect to collect such amounts, even if I am no longer employed by SPU.

I understand that the company may terminate my right to use this card at any time, for any reason. I agree to return the card to the company immediately upon request or upon termination of employment.

Applicant:

Signature _____
Location _____ Phone ext. _____
Social Security # _____ Date _____