



PURCHASING CARD CARDHOLDER AGREEMENT

As a condition for receiving a purchasing card, the Cardholder must read the following information and verify acceptance with its terms and conditions.

The Los Angeles Community College District (LACCD) Purchasing Card Number _____ has been assigned to me. I hereby acknowledge that I, as the Cardholder, am responsible for the security of the card and for its appropriate use for District purchases. I further acknowledge the following:

1. My Approving Official is: _____. My local Agency Program Coordinator is: _____.
2. Specific transaction limits that have been designated for this card are summarized below:
Single-Purchase Limit \$ _____ 30-Day Limit \$ _____ Other \$ _____
3. My card has the following other restrictions: _____.
4. This card may only be used for official business and never for personal or other unauthorized purposes.
5. This card will not be provided for use to any other person. I am the only individual authorized to use the card.
6. I am responsible for the card's safekeeping. Fraudulent use of the card or lost or stolen cards must be reported immediately to U.S. Bank at 1-800-227-6736 and to my Approving Official and local Agency Program Coordinator.
7. Purchases must not be split to circumvent card limits or procurement policies. If the dollar amount of what I need to purchase exceeds my card limits or the bidding threshold, a requisition must be generated for processing through the Purchase Order system.
8. I will be responsible for retaining receipts for all transactions. I will reconcile charges appearing on my monthly Statement of Account on a timely basis. I will deliver my signed, approved Statement to my Approving Official within seven (7) calendar days of receipt from the Bank.
9. I will promptly notify the vendor to resolve any disputed charges and complete a "Cardholder's Statement of Questioned Item" form to support this reported discrepancy.
10. Conflict of Interest - This card shall not be used for purchases where I, a relative or a friend have a personal or financial interest in the business of the vendor. I will refer any questions regarding conflicts of interest to my Approval Official and Agency Program Coordinator for clarification.
11. I will retain copies of Statements of Account signed by me and my Approving Official and make them available for inspection and audit on demand.
12. Acknowledgement of Liability - I understand that I will be held personally liable to LACCD for any unauthorized purchases pursuant to Education Code section 81655 and LACCD Board Rule 7100 and, further, will be subject to disciplinary action pursuant to the Board rule. I hereby consent to the deduction from my pay of the cost of any unauthorized purchases made on my card and waive any rights I may have related to garnishments.
13. My Cardholder privileges may be suspended or canceled if any terms of this agreement are violated. If I leave my current position with LACCD, I shall cut the card in half and return it to my local Agency Program Coordinator.

- 14. The LACCD "Purchasing Card Program Policies & Procedures" have been provided to me. I agree to abide by them.

Failure to follow the above terms and conditions and the Purchasing Card Program Policies and Procedures is cause for disciplinary action, including termination of employment with the Los Angeles Community College District.

AGREED BY:

Employee Name	Location	Signature	Date
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