

**SOUTHWEST TEXAS JUNIOR COLLEGE
CITIBANK MASTERCARD (P-CARD)
CARDHOLDER AGREEMENT FORM**

By signing this cardholder agreement, you agree that you have been informed of and understand correct procedures for using the P-card and that you will comply with College policies as they relate to the use of the card.

- ❖ The P-card is designed to facilitate and expedite the purchase of goods and services for SWTJC needs. No personal purchases are to be made with the card.
- ❖ Fraudulent use or abuse of the P-card will result in immediate suspension of privileges and may result in corrective action up to and including termination and/or criminal action. In addition, the College will seek restitution for any inappropriate charges.
- ❖ The cardholder is responsible for maintaining receipts and records pertaining to card transactions and for proper reconciliation of all transactions.
- ❖ The cardholder is responsible for the prompt resolution of card discrepancies according to established procedures.
- ❖ Supervisors are responsible for informing the Purchasing Department of any change in the cardholder's department assignment.
- ❖ The card must be surrendered to the Purchasing Department upon terminating employment with the College.
- ❖ If the card is lost, misplaced, or stolen, the cardholder is responsible for informing the Purchasing Department (830) 591-7342 or Citibank Mastercard at 800-248-4553 as soon as possible.

I have read and understand the statements above and agree to use the P-card in accordance with all rules and regulations governing card usage.

Cardholder Name (Print)	Cardholder Signature	Date	Department Name
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Supervisor Name (Print)	Supervisor Signature	Date	Department Name
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VP Name (Print)	VP Signature	Date	Department Name
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P-card Admin Name (Print)	P-card Admin Signature	Date	Department Name
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