

## Travel Charge Card Cardholder's Agreement

As the Cardholder, I agree to abide by the following conditions regarding my use of the Travel Charge Card:

1. I will strive to obtain the best value for the University when using the WSU Travel Charge Card.

2. I agree to use the Travel Charge Card only for authorized purchases and in an appropriate manner, as defined in the *WSU Business Policies and Procedures Manual*. **I understand this account is not for personal use and any personal use of this account is strictly prohibited. Initial here:**

3. **I understand that should I make an unauthorized purchase with the Travel Charge Card or use the Card in an inappropriate manner, I may be subject to disciplinary action including card cancellation, termination of employment at Washington State University and criminal prosecution.**

4. I understand monthly statement charges are due in full by the next billing statement. The account is not a revolving credit account. Partial payments are not permitted.

5. I understand that the University will monitor and audit my use of the Corporate Travel Charge Card.

6. I understand that the Travel Charge Card remains the property of J. P. Morgan and Chase Visa and that I am accountable for activity on the Card. I agree to return the Travel Charge Card immediately upon termination of employment at Washington State University, or at the request of the Travel Charge Card Administrator.

7. I understand that my social security number is required to obtain a card. In the event WSU elects to contract with a different card vendor, all information provided to the old vendor by cardholders, including social security numbers, will be transferred to the new vendor confidentially using secure methods.

8. I agree to abide by the policy and procedure guidelines set forth in the WSU Policy and Procedure manual, section 95.03.01 pertaining to State Travel Charge Cards.

9. I hereby authorize Washington State University to payroll deduct any past due balance accrued on my Washington State University Travel Charge Card per semi-monthly pay period until the entire unpaid balance is paid in full.

**My acknowledgement of this agreement indicates that I have read this agreement, understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Travel Charge Cardholder at Washington State University.**

