



## Cardholder User Agreement for Faculty and Staff

You are being entrusted with a University of Puget Sound WellsOne Commercial Card, issued by Wells Fargo Bank. The card is provided to you to purchase materials, services, travel and entertainment expenses for the university. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission and without notice. Your signature below indicates that you have read and will comply with all of the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of the University of Puget Sound and will strive to use the best purchasing practices to obtain the best value for the university.
2. The WellsOne Commercial Card is issued in my name. I will not allow any other person to use the card. I am responsible for any and all charges against the card.
3. The WellsOne Commercial Card is university property. I understand that I may be required to comply with internal control procedures designed to protect university assets. Such activity may include being asked to produce the card to validate its existence and account number.
4. **If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 800-932-0036 and one of the P-Card Administrators:**

**Patsy Wright: 253-879-3224      Janet Hallman: 253-879-8620      Angela Markos: 253-879-3934**

5. I will receive a notification to go online to get my Online Expense Report, which will report all purchasing activity during the statement period. As I am responsible for all charges on the card (but not for payment except for any incidental personal charges), I will reconcile the statement and resolve any discrepancies by either contacting the merchant or Wells Fargo Bank. I will attach all receipts as required and send them to Accounts Payable once my statement has been reviewed by my Authorized Approver.
6. I understand that I will be reimbursed for any out-of-pocket expenses (such as mileage and on-street parking) electronically. I will complete my bank account profile on-line (I understand that I am the only one who can see this information) and hereby give the University of Puget Sound permission to deposit to my account automatically and to debit those items I specify as personal expenses within the WellsOne Commercial Card Expense Reporting system.
7. I agree not to charge any personal expenses on this card, except incidental charges related to approved university travel. I understand that personal expenses will be withdrawn from my account in the same manner as out-of-pocket expenses are deposited. I understand and agree that, should such reimbursement from my account not be possible, the university may deduct the charges from my paycheck.
8. I understand that repeated personal use of this card, other than incidental charges related to approved university travel, will result in the revocation of this and other university credit cards I may hold and may result in corrective action up to and including termination of employment, in accordance with the Faculty Code (for faculty cardholders) or in accordance with Staff Policies and Procedures (for staff cardholders).
9. I agree to surrender the WellsOne Commercial Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

Cardholder Name  Dept

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

WellsOne Commercial Card Account Number  Expiration Date