STATE OF GEORGIA PURCHASING CARD

Cardholder and Ethical Behavior Agreement

The State of Georgia and Augusta State University are pleased to present you with this Purchasing Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect Augusta State University and State of Georgia assets.

I, _____, Employee ID # 927_____, hereby acknowledge receipt of an Augusta State University Purchasing Card, Card Number XXXX-XXXX-XXXX-_____ , a VISA® card issued by Bank of America, that will only be used to acquire materials and supplies for Augusta State University. I agree to comply with the following terms and conditions relating to my use of the Purchasing Card.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Purchasing Card Policy and Purchasing Card User's Guide. I have received a copy of the Purchasing Card Policy and confirm that I have read and understand its terms and conditions. In addition, I have completed the required Purchasing Card Training.
2. I understand that Augusta State University is liable to Bank of America for all charges I make on the Purchasing Card.
3. I agree to use the Purchasing Card for authorized official business purchases only and agree not to charge personal purchases. I authorize Augusta State University whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law.
4. I agree to notify Amber Armour, Purchasing Card Program Coordinator at 706-737-1765 or at aarmour@aug.edu if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license and/or decree of legal change.
5. If the Purchasing Card is lost or stolen, I will **immediately** notify Bank of America at 1-888-449-2273. I will also notify Amber Armour, Purchasing Card Program Coordinator, in writing, at the first opportunity during normal business hours.
6. I understand that improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that Augusta State University or State Purchasing may terminate my right to use the Purchasing Card at any time for any reason.
7. I agree to surrender the Purchasing Card immediately upon request for any reason or upon termination of employment.
8. I have been provided a copy and I agree to abide by provisions set forth in the Georgia Code of Ethics as published in O.C. G.A 45-10-1.
9. I understand that O.C.G.A. 45-10-23 prohibits any full-time employee, for himself or on behalf of any business, or any business in which such employee or member of his family has a substantial interest to transact any business with Augusta State University.
10. I understand that an employee of Augusta State University shall not directly or indirectly solicit, receive, accept, or agree to receive a thing of value by including the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action.(BOR Policy manual Section 802.14) The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence the employee in the performance of his/her official functions is a felony under O.C.G.A. 16-10- 2.

11. I understand that as an employee of Augusta State University I shall make every reasonable effort to avoid even the appearance of a conflict of interest. (O.C.G.A. 45-10-23)
12. I understand that I shall not use any Augusta State procurement channels for personal use.
13. I understand that some types of purchases require prior approval, (For a complete list, please see the ASU P-card manual):

- All technology purchases require approval for the ASU Information Technology Office, 706-737-1484. Please include documentation of approval with the P-card statement.
- Purchases that are greater than the prescribed purchase limit require prior approval from Amber Armour, Purchasing Card Program Coordinator at 706-737-1765 or at aarmour@aug.edu

14. I understand that certain purchases are prohibited (For a complete list, please see the ASU P-Card manual):

• Personal items
• Lodging, transportation, and meals (except Athletic team travel)
• Entertainment expenses
• Alcohol or tobacco products
• Gift cards, gift certificates, or other cash equivalent items.
• Cash advances, cash refunds, or store credit.
• Split purchases. Split purchases designed to circumvent the single transaction limits and procurement requirements are not permitted.
• Sales tax. Sales tax should not be paid for purchases made from vendors within the state of Georgia using institutional funds. Institutional funds used to further institutional business purposes are not subject to sales tax as outlined in O.C. G. A. 48-8-3 (8). Sales tax may be paid when required for vendors out of state.

Agreed and accepted this _____day of _____20____.

Cardholder

Signature: _____ Date: _____

Department: _____ Phone: _____

Approver

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Purchasing Card Program Coordinator

Signature: _____ Date: _____