

Saint Louis University Procurement Card Agreement

I, _____, hereby acknowledge receipt of an American Express Procurement Card and the associated responsibilities.

In addition to all other University policies, I agree to the following conditions for participation in the Saint Louis University Procurement Card (PC) Program:

1. I will use the P -Card only for actual and necessary business expenses, in accordance with the purchasing guidelines detailed in the Procurement Card Policy & Procedures Guide. Under no circumstances will I use or permit others to use the P -Card to make personal purchases.
2. I will maintain original merchant receipts and statements to reconcile and verify the monthly charges on the account.
3. I will review and approve the charges on my account by the monthly deadline provided to me by the Procurement Card Administrator (PCA).
4. I will maintain all P -Card and card number data with appropriate security. If I am made aware or have reason to believe that any P -card data security has been breached or the card is lost, stolen or misplaced, I will immediately notify American Express and the SLU PCA by telephone and email. Failure to notify American Express and the SLU PCA of the breach, theft, loss, or misplacement of the Procurement Card may make me personally responsible for any fraudulent or unauthorized use.
5. I understand that activity on the P -card will be reported to the SLU PCA in accordance with University policies, who will audit the use of the card and report any discrepancies.