



AUGUSTA UNIVERSITY

GEORGIA HEALTH SCIENCES FOUNDATION

Agreement to Accept the MasterCard Purchase Card

Your participation in the Georgia Health Sciences Foundation’s SunTrust MasterCard Purchase Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it is foundation property and should be used with good judgment. Your signature below verifies that you understand the Georgia Health Sciences Foundation SunTrust MasterCard Purchase Card Program guidelines outlined below and agree to comply with them.

1. The Purchase Card is provided to employees based on their need to make business-related purchases as part of their daily job responsibilities. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflection of title or position.
2. The card is for business-related purchases only; personal charges are not to be made to the card.
3. Cardholders are expected to comply with the Georgia Health Sciences Foundation Restricted Expenditure Control Policy, the Georgia Health Sciences Foundation Purchasing Card Policy and all other applicable foundation policies pertaining to the use of this card and allowability of business-related expenditures.
4. The cardholder is the only person entitled to use the card and is responsible for all charges made against the card.
5. Improper use of the card can be considered misappropriation of foundation funds, which may result in disciplinary action, up to, and including termination.
6. All charges are billed directly to and paid directly by the foundation. Any personal charges on the card could be considered misappropriation of foundation funds since the cardholder can not pay the bank directly.
7. Cardholders are expected to comply with internal control procedures in order to protect foundation assets. This includes keeping receipts, maintaining a transaction log, reconciling monthly statements and following proper card security measures.
8. Cardholders are responsible for reconciling their monthly statement and resolving any discrepancies by contacting the vendor or the bank.
9. A lost or stolen card should be reported immediately by telephone to SunTrust BankCard, N.A. Customer Service at 1-800-836-8562.
10. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination).

Cardholder Signature

Approving Manager Signature

Cardholder Printed Name

Approving Manager Printed Name

Date

Date