



Participating Cardholder Acknowledgement of Responsibilities

By participating as a Cardholder in the Texas Southern University Comdata Card Program, you assume responsibilities pertaining to the operation of the fleet card program. Please see the Cardholder Policy & Procedures Guide for a complete list of responsibilities, which include but are not limited to the following:

The fleet card is to be used for authorized business expenditures only. It may only be used within the policies and procedures outlined for the fleet card program.

The fleet card must be maintained with the highest level of security. If the card is lost or stolen, or if the Cardholder suspects the card or account number has been compromised, the Cardholder agrees to immediately notify Comdata and their Authorizing Manager. Oral notification must be followed by written confirmation.

Policies and procedures related to the fleet card program could be updated or changed at any time. Texas Southern University will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be held responsible for following any program changes.

The Cardholder agrees to surrender and cease use of their card upon termination of employment, whether for retirement, voluntary separation, resignation or dismissal. In addition, the Cardholder must surrender and cease use of the card in the event of transfer or relocation. The Cardholder agrees to surrender the Card at any time deemed necessary by management.

Misuse of the card—including but not limited to personal use, and/or unauthorized use and/or fraudulent use—will result in disciplinary action, up to and including termination and/or civil or criminal penalties.

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document. I certify that as a participating Cardholder of the *Texas Southern University Purchasing Card Program*, I understand and assume the responsibilities listed above.

Cardholder Signature Title

_____/_____/_____
Name of Cardholder (Print) Date

Authorizing Manager Title

_____/_____/_____
Name of Manager (Print) Date