

Cardholder User Agreement

You are being entrusted with a Diocese of Pensacola-Tallahassee purchasing credit card, issued by Wells Fargo Bank. The card is provided to you based on your need to purchase goods or services for the Diocese. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of the Diocese of Pensacola-Tallahassee and will strive to obtain the best value for the Diocese.
2. I have read and will follow the Purchasing Card Policies and Procedures. Failure to do so could be considered as misappropriation of Diocese of Pensacola-Tallahassee funds. Failure to comply with this Agreement may result in either revocation of my use privileges or other corrective action, up to and including termination.
3. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of the Diocese of Pensacola-Tallahassee-funds and may result in corrective action, up to and including termination.
4. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use, the Diocese of Pensacola-Tallahassee shall have the right to deduct any amounts owed, including but not limited to charges incurred from collection agencies, internal administration costs, court costs, etc, from my paycheck or final paycheck.
5. The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. The Purchasing Card is diocesan property. As such, I understand that I will be periodically required to comply with internal control procedures designed to protect the Diocese of Pensacola-Tallahassee assets. This may include being asked to produce the card to validate its existence and account number.
7. If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 800-932-0036 and the Diocesan Program Administrator.
8. I will receive a monthly statement, which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement each month, make any coding changes to the expenses if needed, and resolve any discrepancies by either contacting the merchant or Wells Fargo Bank myself. **Receiving and reconciling the statement I receive does not relieve me of the requirement to obtain, retain and submit individual receipts for each Purchasing Card transaction and associated obligation I incur on behalf of the Diocese.**

9: INFORMATION EXCHANGED BETWEEN THE DIOCESE AND WELLS FARGO:

Information concerning your use of the Commercial Card, including details regarding each individual transaction, may be furnished by Wells Fargo to the Diocese of Pensacola-Tallahassee. Information concerning reimbursement received, employment status, and location may be furnished by the Diocese of Pensacola-Tallahassee to Wells Fargo.

10. I agree to surrender the Purchasing Card immediately upon termination of employment, whether due to retirement, voluntary resignation, or involuntary termination.

Employee Name (Print)

Purchasing Card Account Number (Last 8 digits)

Employee Signature

Date