

**MTSU P-CARD Approver Agreement**

I, \_\_\_\_\_, hereby acknowledge a MTSU ("The University") Procurement Card ("P-Card") which is a VISA card issued, by Sun Trust Bank (Card Issuer), has been issued to a cardholder in my area in which I have been assigned as the approving authority. Participation in the MTSU P-Card Program is a privilege that carries certain fiduciary responsibilities both for the card holder and the card approver.

Although the P-Card is issued in the cardholder's name, it is University property and will be used for the purpose of conducting approved University business. I agree to comply with the following terms and conditions relating to my role as the P-Card's approver.

- 1. I agree to comply with the terms and conditions of this agreement and with the provisions of the P-Card Policies. I have received a copy of the P-Card Policies and confirm that I have read and understand its terms and conditions. I also agree to abide by all MTSU and Procurement Services Policies. \_\_\_\_\_ Initials**
2. I have completed the required initial P-Card training.
3. I understand that MTSU is liable to SunTrust for all charges that are made on the P-Card, and that all charges are to be billed directly to and paid directly by the University.
4. I understand that I will be approving financial commitments on behalf of MTSU and will strive to oversee that best values are obtained. I am the only person delegated to approve charges made against the card.
5. I agree to assist with all phases of the P-Card records management process as outlined in the Policy 632 and the monthly reconciliation procedures including but not limited to approving each transaction in the SunTrust ESP System no later than 10 calendar days after the end of the billing cycle, except for fraudulent purchases.
6. I will devise a system of controls and accountability including spot-checking receipts against the notes posted to the ESP System and the cardholder's reconciliation of monthly bank statements. I will initial and date the receipts that are spot checked as evidence of this oversight responsibility.
7. I will report any change in the cardholder's employment status (department change, position, leave-of absence or termination from MTSU) within 2 weeks of the last day worked to allow for outstanding transactions to be processed in the SunTrust ESP System and a final review to be completed by P-Card Compliance.
8. I will assist in reporting any lost or stolen cards under my approval authority.
9. I acknowledge that the delegation of any approver duties to another individual does not remove me as the person accountable for all issues related to me as the assigned approver.
10. I acknowledge that any P-Card and all related P-Card files may be requested for review at any time for any reason by MTSU authorities.
11. I agree that procedures will be followed to ensure that approvals will only be given for authorized official MTSU business purchases. I authorize the University to take whatever steps necessary to collect an amount equal to the total of improper, undocumented, or fraudulent approvals, including but not limited to declaring such purchases an advance on my wages.
12. I understand that improper or fraudulent use of the P-Card by the cardholder and/or approver may result in disciplinary action up to and including termination of employment. I understand that MTSU may revoke the P-Card privilege at any time, for any reason.

**Approver Name:** \_\_\_\_\_

**Approver Signature:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_