

Hocking College Purchasing Card (P-Card) Program Cardholder Agreement

I agree to the following regarding my use of the P-Card:

- I understand that I am making financial commitments on behalf of Hocking College and will strive to obtain the best value for the College.
- I have been given a copy of the Hocking College Purchasing Card Policies and Procedures and understand the requirements for use of the P-Card.
- I will follow the established procedures for using the P-Card. Failure to do so may result in either revocation of my card and/or other disciplinary action.
- I understand that under no circumstances will I use the P-Card to make personal purchases, either for myself or for others. Fraudulent use or abuse of the P-Card will result in immediate suspension of privileges and may result in corrective action up to and including termination of employment and possible criminal action. I understand that the College will seek restitution for any inappropriate charges, including any fees related to collection.

Cardholder Name (PLEASE PRINT)

Cardholder Signature

Date