



TCU UNIVERSITY CREDIT CARDHOLDER RESPONSIBILITY AGREEMENT

You are authorized to commit funds on behalf of the University and your business unit with a University Credit Card issued in your name. You are the only person who may use your University issued Credit Card. The card type provided to you, is based on your role, need, and type of purchases you will incur on behalf of TCU. The agreement terms apply to all University issued Credit Cards.

Becoming a TCU Cardholder is a privilege. Your completion of the training and signing off on the TCU Cardholder Training & Cardholder Responsibility Agreement 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 TCU and will strive to obtain the best value for TCU.
2. The University Credit Card may be used for authorized business purchases only, as defined in the Guidelines and Procedures for Reimbursement of University related Business Expenses, the University Credit Card Program Policies and Procedures and related procedures for your specified card type (Purchase and/or Travel).
3. I have read and will follow the Guidelines and Procedures for Reimbursement of University related Business Expenses, the University Credit Card Policies and Procedures and all related procedures. Failure to do so could be considered as misappropriation of TCU funds. Failure to comply with this Agreement may result in either revocation of my Cardholder privileges or other disciplinary action, up to and including termination of employment.
4. I understand that under no circumstances will I use the University Credit Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of TCU funds and could result in corrective action up to and including termination of employment. Any personal amount charged to the TCU card will be repaid through a Payroll Deduction.
5. If my Travel Card is authorized for ATM Cash Withdrawals, any amount not utilized for TCU business expenses must be repaid to TCU and will be processed through a Payroll Deduction.
6. The University Credit Card is University property. As such, I understand that I may be periodically required to comply with internal control and audit procedures designed to protect TCU 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 JPMorgan Chase by telephone, 800-270-7760, and the TCU Procurement Card Administrator.
8. I will immediately report any unauthorized purchases on my account to JPMorgan Chase at 800-270- 7760. I will notify JPMorgan Chase of any incorrect charges on my



account within 30 days of the statement date if I am unable to resolve the charge with the vendor.

9. I understand that I am responsible for timely review, cost allocation, and receipt attachment of all charges incurred on the University Credit Card. Failure to comply with this Agreement may result in either revocation of my Cardholder privileges or other disciplinary action, up to and including termination of employment.
10. I agree to surrender the University Credit Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.
11. I understand that TCU may terminate my privilege to possess and use the University Credit Card at any time for any reason. I agree to cease use of and return the card to TCU immediately upon request.
12. Any use of the University Credit Card that is not in accordance with this Agreement, the University Credit Card Program Policies and Procedures, or TCU policies, I authorize TCU to deduct from my salary or from any other amounts payable to me by the University, an amount equal to the total charges and other expenses related to such use. I also authorize TCU to collect any amounts owed by me in connection with the University Credit Card even if I am no longer employed by the University, and I agree to pay any legal expenses incurred by TCU if the University initiates any actions or proceedings against me to recover amounts owed by me in connection with the University Credit Card.

Employee Name (Print)

Employee Signature

Date