

CARDHOLDER AGREEMENT FORM — LACARTE PURCHASING CARD

The State of Louisiana ("State") and The University of Louisiana Monroe ("ULM") are providing you with a State LaCarte Purchasing Card. The LaCarte Purchasing Card can only be used for State of Louisiana official business. All acceptable charges must be in accordance with current PPM49 allowances, State of Louisiana State LaCarte Purchasing Card and State Travel CBA Policies, ULM Policy, and all current purchasing rules and regulations, if applicable.

I ("Cardholder") agree that upon receipt of the LaCarte Purchasing Card, I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing.

Conditions for Use of LaCarte Purchasing Card

As the cardholder, I agree to accept responsibility for charges against the card and the protection and proper use of the LaCarte Purchasing Cards outlined in this Agreement and all relevant rules and policies which I have read and completely understand and further agree to:

- (1) Never use the LaCarte Purchasing Card for the purpose of paying vendors for allowable purchases of goods and services which are not for official state business;
- (2) Never use the LaCarte Purchasing Card for personal purchases;
- (3) Always obtain and submit all receipts, invoices and other necessary documents for each transactions as well as verify the charges on the LaCarte Purchasing Card and to submit such charges for approval, dispute, credits, and/or fraud. ()Tj -0.001 To