



**Minnesota State University, Mankato Purchasing Card  
Cardholder Agreement**  
\_\_\_\_\_ (cardholder name)

Minnesota State University, Mankato is pleased to present you with an MSU Purchasing card. It represents Minnesota State University, Mankato's confidence in you as a responsible state employee of this institution, entrusted to safeguard and protect Minnesota State University Mankato assets. The card is provided to you based on your need to purchase items on behalf of the university. As the cardholder, I hereby acknowledge receipt of a purchasing card issued thru Wells Fargo . The card number is \_\_\_\_\_. As a cardholder, I agree to the following conditions regarding my use of the Minnesota State University Purchasing card.

Therefore, it is agreed that the following terms and provisions will be adhered to when using the purchasing card.

1. A purchasing card can be issued in the Employee's name and or Program. Only the Employee assigned to the card is authorized to use that card. The Employee shall be responsible for keeping the card in a secured location to prevent unauthorized use.
2. A maximum per transaction limit of \$\_\_\_\_\_ has been established. Multiple purchases of the same product from the same vendor on the same day that total more than the maximum per transaction limit are not permitted (Pyramiding).
3. Purchases shall be permitted for items pertaining to your department/ business program needs. This can include: materials and supplies, memberships, subscriptions, rentals, advertising and minor repairs. With the necessary prior approvals by your department, cardholder airfare, conference registration fees and actual hotel room/lodging expense may be permitted for the cardholder.
4. **Purchasing of high theft or sensitive items, such as desktops, notebook and laptop computers, cameras, must have written prior approval from Business Services comptroller.** These types of items must be inventoried and tagged as an MSU asset regardless of price, prior to being circulated. They must also meet the minimum MSU technology standards for continued support of the item. Contact the purchasing card administrator via e-mail or phone.
5. The following purchases using this card are not permitted: individual meals-restaurants-food, alcoholic beverages (bars, nightclubs, liquor stores, taverns), tobacco and tobacco products, weapons of any kind, fuel/gas, entertainment, tips, personal service providers. This list is non inclusive.
6. The Employee may purchase goods either in person at the vendor's place of business, by telephone or via the web. Prior approvals must be obtained for all special expense items.



