

**Stephen F. Austin State University
PROCARD USE FORM**

As a cardholder for Stephen F. Austin State University, I have agreed to comply with the terms and conditions of the Cardholder Purchasing Card Agreement and the Purchasing Card procedures. If at any time my card is to be used by another employee of Stephen F. Austin State University for official business only, I will assure that the employee has been properly instructed as to the usage, that the usage (by another employee) is recorded on the transaction log, that all receipts and back up documentation is provided for the transaction log, and that the utmost security processes are implemented until the card is returned to my possession. Charges on the card will only be made as allowed per the funding procedures.

This signed, original form must be on file at Purchasing Services **BEFORE** allowing another employee to use your card. (Mail this form to Purchasing, Box 13030)

Print/type Cardholder Name

Cardholder Signature

Print/type Supervisor Name

Supervisor Signature

Date