

**STEPHEN F. AUSTIN STATE UNIVERSITY
TRAVEL CARD (T-CARD) HOLDER/BANNER USER AGREEMENT**

I hereby acknowledge receipt of a Stephen F. Austin State University (SFA) MasterCard Travel Card (T-Card). As a cardholder, I agree to comply with the terms and conditions of this Agreement, the SFASU T-Card Program Guide, and other applicable University policies and procedures.

I acknowledge that I have read and understand the terms and conditions of this Agreement and the SFASU T-Card Program Guide. I understand that SFA is liable to CitiBank and MasterCard for all charges made with the Procurement Card.

*I, as a Banner System user, agree to use only those resources for which I am authorized and only for conducting University Travel business. I as a user, further agree to keep my account and password **CONFIDENTIAL** and to allow no one else to use it for any purpose. I understand the data stored on University computers is to be safeguarded and is not to be released to anyone without authorization from the appropriate system owner.*

*I agree to use this card for Stephen F. Austin State University approved travel purchases **only** and agree not to charge personal purchases. I understand that SFA will audit the use of this card and report any discrepancies.*

I further understand that improper use of this card may result in personal liability and/or disciplinary action, which may include termination of employment or possible criminal penalties. I agree to repay SFA any amounts owed by me even if I am no longer employed by Stephen F. Austin State University.

I understand that the card is property of SFA. I further understand that SFA may terminate my right to use this card at any time for any reason. I agree to return the card to the SFA T-Card Program Coordinator immediately upon request, upon transfer to another department or termination of employment.

CARDHOLDER INFORMATION

First Name: _____

Last Name: _____

MasterCard #: _____

SFA User Name: _____

Default FOAP*: _____

Campus ID: _____

*107550 should not be the default fund for travel

Signature

Date Card Received