

# SAM'S CLUB PURCHASING CARD FOR CLEMSON UNIVERSITY

(For Department Use Only)

## REQUEST AND AGREEMENT FORM

Complete this form and return (along with a signed IDO for the \$15 annual fee) to:  
Lynn Crawford, Procurement Services, and Administrative Services Building

### SECTION 1: CARDHOLDER INFORMATION

Cardholder Name (Please Print) \_\_\_\_\_ Phone No. \_\_\_\_\_

Department Name \_\_\_\_\_ Dept. No. \_\_\_\_\_

Department Address \_\_\_\_\_

Cardholder UserID \_\_\_\_\_

**Note: The Cardholder's name and picture will be on the card. The Cardholder must be present in order for the card to be used. Procurement Services will e-mail an authorization letter to the cardholder to present to Sam's Club Customer Service for the new card.**

### SECTION 2: LIAISON INFORMATION (Main Person Responsible for Completing Distribution)

Liaison Name (Please Print) \_\_\_\_\_ Phone No. \_\_\_\_\_

Department Name \_\_\_\_\_ Dept. No. (4 Digits) \_\_\_\_\_

Department Address \_\_\_\_\_

Liaison UserID \_\_\_\_\_

Default Acct No. \_\_\_\_\_

### SECTION 3: AUTHORIZATION

Department Name \_\_\_\_\_ Dept. No. (4 Digits) \_\_\_\_\_

I delegate transaction authority to the above cardholder and agree that the department liaison will be responsible for reviewing transactions of the cardholder, to ensure the appropriate use and classification for a University expenditure. I further agree that my signature authorizes the Procurement to charge my departmental default account for all cardholder transactions which have not been processed in a timely manner.

\_\_\_\_\_  
Dean, Director or Department Head

\_\_\_\_\_  
Date

## **CARDHOLDER AGREEMENT FORM**

The Sam's Club Purchasing Card is available to the campus to assist the campus community in purchases of small items. The success of the procurement card depends on departmental cooperation and adherence to state and University purchasing guidelines.

By accepting the card the individual agrees to:

1. Adhere to all state, federal, and University purchasing regulations within established limits.
2. Secure the card from possible theft or misuse.
  - a. Immediately notify Procurement Services in the event the card is lost or stolen. Charges made with the card up to the point of notification will be the responsibility of the department or the cardholder.
3. Allow no personal charges to be made with the card.
4. Provide supporting documentation to clearly identify each item purchased with the card. (Receipt)
5. Provide separation of duties between purchasing, payment and reconciliation of the expense.
6. Return the card if terminating employment with Clemson University.
7. Take responsibility for all expenses charged to the card.

### **REQUIRED DOCUMENTATION**

Documentation of expenses must be clear and match each charge on the invoice from Sam's Club.

- Receipt from Sam's Club showing items purchased.

### **TIMELY REPORTING**

If a department fails, for any reason, to send a signed IDO with the receipt to Procurement Services within 5 days of purchase, your default account number can be charged without notice. Failure to meet the deadline can jeopardize your ability to remain a card user.

### **PROCUREMENT VIOLATION**

If a Sam's Club Purchasing Card is found in violation of the State's or University's procurement policy, the card may be immediately deactivated and the department must return the card to Procurement Services.

### **CARDHOLDER APPROVAL**

I have read, understand, and agree to the terms and to the agreement governing the use of the Sam's Club Purchasing Card. In addition, I understand misuse or abuse of my card or willful violation of the terms of the terms of this Agreement may result in disciplinary action against me.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Approval

\_\_\_\_\_  
Date

