

**CARDHOLDER AGREEMENT FORM — LACARTE PURCHASING CARD**

The State of Louisiana (“State”) and UNO agency name UNO are providing you with a State LaCarte Purchasing Card. The LaCarte Purchasing Card must 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, UNO agency name UNO 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 all charges against the card and the protection and proper use of the LaCarte Purchasing Card as outlined in this Agreement and all relevant rules and policies, which I have read and completely understand. I 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 processing; and
- (4) Always reconcile charges within the State/UNO agency name UNO prescribed timelines. I understand and agree that DOA/UNOagency name UNO will monitor the use of LaCarte Purchasing Card and that I will be personally liable for any unauthorized use thereof.

**Penalties for Misuse of LaCarte Purchasing Card**

I acknowledge and agree that I understand that in the case of my willful or negligent default of my obligations under this Agreement, the State/ UNOagency name UNO has the following rights, to the extent authorized by law:

- (1) The State/DOA/ UNOagency name UNO may pursue any remedy for the recovery of improperly charged amounts, including referral to the Office of Debt Recovery for collection;
- (2) The State/ UNOagency name UNO may pursue any appropriate corrective action, including cancellation of card privileges, discipline up to dismissal, and criminal charges. Once privileges are revoked, for any reason, the cardholder will not be allowed to receive a new card unless prior approval is granted through the Office of State Travel.

**Lost LaCarte Purchasing Card**

If the LaCarte Purchasing Card is lost, stolen, or compromised in any manner, I shall immediately notify UNO agency name UNO program administrator and the bank issuing the LaCarte Purchasing Card.

**Return of LaCarte Purchasing Card**

Upon notification of my transfer from UNO agency name UNO \_\_\_\_\_, change in duties, termination of employment, suspension, retirement, or cancellation of my LaCarte Purchasing Card privileges, I agree to notify UNO \_\_\_\_\_ program administrator and to promptly return the LaCarte Purchasing Card to UNO agency name UNO .

**Cardholder**

Personnel Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Section: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Approving Authority**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Section: \_\_\_\_\_

E-Mail: \_\_\_\_\_