



**Controller's Office  
Program Expense Cardholder Agreement**

**REQUIREMENTS FOR USE:**

The Program Expense Card is to be used only for approved program expenses that have a legitimate benefit for the University of South Carolina.

The Program Expense Card must be used in accordance with the University policies and procedures and the Program Expense Card procedures established by the University of South Carolina and provided as an attachment to this agreement.

Violations of the requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Program Expense Card will be required to reimburse the University of South Carolina for all costs associated with such improper use. If proper documentation is not provided or if funds are used for unauthorized expenses, the Payroll Department can deduct the outstanding balance from future payroll check(s).

**CARDHOLDER PRINTED NAME** \_\_\_\_\_

**CARDHOLDER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Please return signed agreement by email to [Cards@mailbox.sc.edu](mailto:Cards@mailbox.sc.edu)**

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***Controller's Office Use Only:***

Date Received:

Spend Profile Updated: