



**Controller's Office
Team Cardholder Agreement**

REQUIREMENTS FOR USE:

The Team Card is to be used only to make purchases at the request of and for the legitimate team travel business benefit of the University of South Carolina.

The Team Card must be used in accordance with the Team Card policies and 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 Team Card will be required to reimburse the University of South Carolina for all costs associated with such improper use.

LAST 4 NUMBERS OF TEAM CARD _____

MONTHLY CREDIT LIMIT	CASH ADVANCE _____ ALLOW CASH _____ DO NOT ALLOW CASH
SINGLE TRANSACTION LIMIT	

CARDHOLDER PRINTED NAME _____

CARDHOLDER SIGNATURE _____ **DATE** _____

LIAISON PRINTED NAME _____

LIAISON SIGNATURE _____ **DATE** _____

Please return signed agreement by email to TEAMCARD@mailbox.sc.edu

Controller's Office Use Only:

Date Received:

Spend Profile Updated: