

**SOUTHERN METHODIST UNIVERSITY**  
**SMU CARD CARDHOLDER AGREEMENT**

I (employee name) \_\_\_\_\_, as the Cardholder, I agree to the following conditions and will abide by the conflict of interest requirements below regarding my use of Southern Methodist University SMU Card:

**CONDITIONS**

1. I understand that by using the SMU Card, I will be making financial commitments on behalf of Southern

## CONFLICT OF INTEREST

1. Unless specific written exception has been obtained from the Vice President of Business and Finance, no employee, officer, or agent of the University shall participate in the selection, award, or administration of purchases or contracts where to his or her knowledge, the employee, his or her immediate family, or partner has a financial interest in the supplier's organization.

2. Employees, officers, and agents of the University shall neither solicit nor accept cash, gratuities, favors, or anything of monetary value from suppliers or potential suppliers.

3. The Cardholder will abide by the University Policies of conduct as stated in Policy 7.23 (Personal Conduct), and Policy 7.28 (Dishonest, Fraudulent and Illegal Practices).

4. Employees, officers, and agents of the University who knowingly violate this policy will be subject to such disciplinary actions as stated in the University Policy 6.16 (Procedural Standards)20 w (y)20 he-1 (i)-2 (ta)4 ( )-(ve)-6 (t