STATE OF HAWAII

PROTOCOL FUND
CARDHOLDER AGREEMENT

As holder of this Purchasing Card, I agree to accept responsibility for the protection and proper use of this Purchasing Card for protocol purchases as outlined in Comptroller's Memorandum No. 2003-22, dated September 30, 2003.

I understand that I cannot use the Purchasing Card for unacceptable charges as listed in Comptroller's Memorandum No. 2003-22 and that my failure to comply with the applicable provisions of the memorandum and this agreement may result in revocation of Purchasing Card privileges, and if the Purchasing Card is used for unlawful or improper purchases, I may also be subject to disciplinary action for that misconduct.

If I am no longer employed with the State of Hawaii at the time the determination is made that I owed the State of Hawaii moneys for unlawful or improper purchases made with the Purchasing Card, I acknowledge that if the State of Hawaii is forced to initiate legal proceedings to recover amounts owed by me under this agreement and I am found to be responsible for unlawful or improper purchases, I agree to pay all the legal fees incurred by the State of Hawaii in such proceedings to prove my liability.

I understand that the State of Hawaii may terminate my right to use this Purchasing Card any time for any reason. I agree to return the Purchasing Card to the State of Hawaii immediately upon request or upon termination of employment.

CARDHOLDER:

_____ _____
Signature Date

_____
Printed Name

_____
Department

APPROVING OFFICIAL:
I authorize this applicant to have a Purchasing Card:

_____ _____
State Comptroller Date