



Procurement Credit Card Program Agreement

Name of Cardholder: _____

Department: _____

The cardholder accepts the authority and responsibility to utilize the Procurement Credit Card as described below. The cardholder agrees, upon receipt of email from US Bank, to:

- To print their monthly statement from US Bank
- Verify the accuracy of the statement
- Login to PSoft ProCard to provide a description of purchase and review/update the chartfield information
- Print the report from PSoft ProCard, sign it, and give to Authorizing Official for approval signature
- Mail to Accounts Payable attention of P-Card Administrator by the 10th of each month

If a card is lost or stolen, the cardholder shall immediately notify US Bank and the P-Card Administrator in Accounts Payable.

The Procurement Credit Card is to be used only for authorized University purchases, by the cardholder and is not to be loaned to another employee. Should a cardholder terminate employment with the University, the user department shall notify the P-Card Administrator in Accounts Payable. The Approving Official will be responsible for making sure the cardholders monthly credit card report is completed before he/she leaves the University. The cardholder may not make personal purchases on the card and then reimburse the University.

I agree to adhere to the policy statements within the Procurement Card Handbook, including the sections entitled:

- What You May Purchase with the P-Card
- Restricted Transactions
- Prohibited Transactions

I understand that non-adherence to any of the procedures and policy contained in the Procurement Card Handbook may result in individual cardholder privileges being suspended or canceled.

I hereby acknowledge completion of training and receipt of my Procurement Card.

Signature

Date