

## Valparaiso University

### Employee Procurement Cardholder Agreement

I, (employee name) \_\_\_\_\_, hereby request a procurement card to perform work for Valparaiso University. As a cardholder I agree to comply with the Procurement Card Policy and Procedures and with the following terms regarding my use of the card.

- I have been provided with an Internet link to the Procurement Card Policy and Procedures, Hospitality Policy and Travel and Travel Expense Reporting Policy and can request a hard copy if needed, and I understand my responsibilities and requirements as a cardholder and agree to comply with all of the terms and conditions to which I am responsible under the University's Policies.
- I understand that I am responsible for proper use, management, and timely reporting as specified in the Procurement Card Policy and Procedures.
- I agree to use this card for approved business-related purchases only and agree not to make personal purchases. I understand that my Approving Supervisor and the Coordinator for Revenue and Cash Management will audit the use of this PCard. Unauthorized use will be reported to my supervisor and the Program Administrator who will take action as determined by the Procurement Card Policy and Procedures.
- I understand that upon the third occurrence, in any one category of; a late statement, missing receipt, or unauthorized purchase, my PCard will be permanently closed.
- I agree to personally pay for any personal purchases on my account within the month that it occurred and show proof of payment through a document upload the Works System. I am fully aware that my account may be closed for making a personal purchase.
- I agree to return the procurement card and tax-exempt card to my Approving Supervisor immediately upon request or upon termination of employment.
- If the procurement card is lost, stolen or the number has been compromised, I agree to notify Bank of America at 888-888-449-2273 immediately and the University's Procurement Office at 219-464-5225. I am responsible for any charges made from the time the card is lost until the card is reported lost.

\_\_\_\_\_  
Cardholder (print)

\_\_\_\_\_  
Cardholder signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Card Program Administrator

\_\_\_\_\_  
Date