

Purchasing Card Cardholder Participation Agreement

Cardholder _____

Department _____ Extension _____

Department Administrator _____

I hereby acknowledge receipt of the Purchasing Card User Manual and agree to comply with the Purchasing Card Program policies and procedures.

I further agree to only use the card for authorized University travel and purchases and will not use the card for personal purchases nor loan the card to other persons. **I understand the following items may NOT be purchased with the credit card.**

- Air conditioners/heaters (unless approved by Facilities)
- Audio/visual equipment, computer hardware/software & related peripheral equipment (unless approved by UIS)
- Cash advances
- Contracts for:
 - individuals (e.g. consultants)
 - maintenance
 - public works or trades (including: carpet installation, building alteration/renovation)
 - real property purchases, leases, or long term rentals
- Firearms or weapons
- Furniture (unless approved by Facilities Director/Purchasing)
- Gasoline for personal vehicles (card may be used for gasoline for vehicle rentals, BBQ's and small engines [e.g. lawn movers])

- Gift certificates exceeding \$25.00
- Illegal drugs, narcotics or controlled substances
- Insurance
- Items for personal use
- Items that attach to University buildings (e.g. window treatments, signs, bulletin boards)
- Services of any type (e.g. transcription, equipment repair)
- Single item equal to or greater than \$5,000.00
- Splitting purchases to circumvent the per item transaction limit
- Telecommunications (e.g. phones, unless approved by UIS)
- Temporary employment agencies
- Websites (e.g. E-Bay, Craig's List)
- 1099 Vendors (e.g. Bed and Breakfasts, Rentals, Moving Companies, Cleaners)

As holder of this credit card, I agree to accept the responsibility for the protection and proper use of the card as stated in the Cardholder Responsibilities section of the Purchasing Card Manual. If the card is lost, compromised or stolen, I will report such occurrence to US Bank, my Department Administrator, and Purchasing. Upon receipt of the monthly bank statement I will verify the accuracy of the charges and forward the statement along with supporting itemized receipts to my Department Administrator. If there is a disputed charge on the statement, I understand it is my obligation to contact US Bank for resolution.

I further understand that my card privileges may be revoked for improper use of the card or non-adherence to the Purchasing Card policies and procedures. Should I terminate employment with the University, or transfer to a department where a card is not required, I will return the card to Purchasing.

If the reconciled card statement is not returned to Purchasing by the 1st working day of the month the card balance will be charged to department default account

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I understand that the reconciled card statement must still be returned to Purchasing within 2 weeks of return to campus.

Signature _____ Date _____
Cardholder

Signature _____ Date _____
Department Administrator