

- If the card is lost or stolen, the cardholder or responsible cardholder for the card must notify the Purchasing Card Administrator, the bank, and their Purchasing Card Liaison.
- A responsible cardholder of department cards must authorize use of the card for each transaction. Responsibility for the card should be transferred or the card temporarily suspended during the absence of a responsible cardholder (i.e. Sabbatical leave, vacation, extended illness, etc.) by proper procedures/forms.
- Violation of any of the above procedures may result in revocation of all division or departmental procurement cards or personal liability or all of the foregoing.
- Purchasing Card Policy Classroom Training including PCard Exam, or review of on-line PCard Policy Manual and PCard Exam must be completed prior to receipt of PCard.
- Failure to complete/pass the PCard Policy Exam within 4 weeks of application submission will result in cancellation of application.

I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Purchasing Card Policy Manual. I acknowledge review of the PCard Policy Manual and the list of restricted items and confirm that I have read and understand and will comply with all the terms and conditions.

I agree to use this card for the University of Arizona approved purchases only and to NOT use the card to charge personal purchases. I understand that Individual Purchasing Cards cannot be shared. I understand that Department Purchasing Cards can be shared, delegated by the responsible cardholder for each transactions. I understand that the University will audit the use of this card and my department and I will be responsible for any discrepancies. Should I terminate employment with the University or transfer to another department, I will return the card to my Purchasing Card Liaison or the Purchasing Card Administrator or the bank. I further understand that improper use of this card may result in disciplinary action. I will contact the Department Liaison along with the Purchasing Card Administrator immediately if any unauthorized purchases appear on the card. I understand that the University of Arizona and the Department may terminate my right to hold and administer this card at any time for any reason. I agree to return the Card to the University immediately upon request. Should I fail to administer this card properly, I authorize the University of Arizona to deduct from my salary or from other amounts payable to me, an amount equal to the total of the improper purchases, together with interest, costs, expenses and attorney's fees. I also agree to allow the University of Arizona to collect any amounts owed by me even if I am no longer affiliated with the University.

Signature of Responsible Cardholder: _____ Date: _____

As Department Head or Designee, I approve the issuance of a Purchasing Card to this university employee. I agree to uphold and enforce all applicable policies for the University of Arizona, Arizona Board of Regents, applicable laws of the State of Arizona, and all applicable federal policies and procedures and to assure that the card is turned over to my Purchasing Card Liaisons immediately upon this employee's termination in my department. I agree that the department's budget will bear the cost of any misuse or loss resulting from the use of this card.

Department Head Printed Name: _____

Dept. Head Signature: _____ Date _____

Department Liaison Printed Name: _____

Department Liaison Signature: _____ Date _____

To be completed when PCard is picked up:

I hereby acknowledge receipt of Purchasing Card#: Last four digits _____

Signature of Responsible Cardholder: _____ Date _____