

Purchasing Card Program (ProCard) Cardholder Agreement

Agreement and Acknowledgement

The University of Texas at Arlington (University) is pleased to present you with this Purchasing Card (ProCard) to be used for official University business purposes only. It represents the University's trust in you as an account manager and designation as a responsible agent to safeguard and protect the University's assets.

I hereby acknowledge receipt of a MasterCard ProCard, number _____ and the ProCard Program Guidelines in BF-PGC-PR12, Purchasing Card (ProCard) Program.

As a Cardholder, I have read and agree to comply with all terms and conditions of this Agreement, including the ProCard Program Guidelines in BF-PGC-PR12, Purchasing Card (ProCard) Program. I understand that my failure to follow the procedures associated with the use of this card can result in my card privileges being suspended. I also understand that my University department is liable to Citibank MasterCard for all University Charges. I further understand I am personally liable for any unauthorized charges.

I agree to use this card for the University approved purchases only and agree not to charge **personal purchases**. I understand that the University will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment and will allow the University to use all lawful means to collect any and all amounts that the University deems are owed.

I understand that the University may terminate my right to use this card at any time for any reason. I agree to return the card to the University immediately upon request or upon termination of employment.

I have been notified and understand that my single purchase limit is \$4,000, including freight.

I have been notified and understand that my spending cycle limit is _____ .

Certification and Signatures

- Each person signing below certifies that the expenses are just, true and correct, and were incurred by the cardholder for University business on dates shown on supporting documentation.
- Certification is also made that charges were not for personal use or are considered as an unallowable purchase according to the University's ProCard Procedure.
- We further understand that improper use of this card may result in disciplinary action, up to and including termination of employment.

Name _____ Department _____ Phone _____

Cardholder Signature _____ Date _____