



University of Utah Purchasing Card Cardholder's Agreement

The University of Utah ("University") is pleased to offer you a Purchasing Card ("Card"). This Card represents the University's trust in you to make certain purchases, and with this trust comes the responsibility to protect the University's assets.

I, the undersigned, hereby acknowledge that my receipt of a University Purchasing Card is conditioned upon my compliance with the terms and conditions of this Agreement. As an authorized cardholder I agree to comply with the terms and conditions of this Agreement and with the provisions of the University Purchasing Card Training which I have received from either the University's Purchasing Department or the on-line training program. I also agree to comply with each of the requirements and provisions applicable to Purchasing Card users set forth at the website, as may be amended from time to time. I also acknowledge and confirm that I have read and understand both the training materials and the website information, terms and conditions.

I understand that the University is liable to JPMorgan bank for all charges I make using the Card. In the case of a lost or stolen credit card, I understand that my department is liable to JPMorgan for transactions made on the Card up until the card is cancelled with the bank, in circumstances where the bank is unable to recover the funds.

I accept responsibility for protection and proper use of the Card as outlined in this Agreement and in the training and Website information. I understand that the Card may be used only for authorized University business in accordance with University Policies and State of Utah laws, and that no personal expenses are to be charged to the Card. I also understand that the Card may not be used to purchase various restricted items as described in the Training and Website information, as may be amended from time to time.

I further understand that improper or fraudulent use of the Card may result in disciplinary action, including but not limited to the University's withholding of my wages to offset any unauthorized expenditures and/or termination of employment. I agree to allow the University to collect any amounts owed by me for improper purchases even if I am no longer employed by the University. Should I fail to use the Card properly, I authorize the University to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the University.

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

MY SIGNATURE BELOW INDICATES I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT AND MY USE OF A UNIVERSITY PURCHASING CARD AND I AGREE TO COMPLY WITH ALL OF THE CONDITIONS IN THIS AGREEMENT.

Signature of Cardholder: _____ Date: _____

Print Name: _____

Phone: _____ E-mail: _____

Addendum for Business Meal/Food Purchases on the PCard:

I acknowledge that if I have been granted permission to purchase business meals on my MasterCard Purchasing Card on my application, that they are incurred in the scope and course of University business per Policy 3-031. I understand this means at a minimum (initial each line):

- _____ 1. No alcoholic beverages will be paid from state-appropriated funds, contract and grant funds, reimbursed overhead funds or ASUU funds unless there is written approval from the cognizant vice president.
This would only allow funds 2000-2404, 4900-4913, 6000 or 9000.
- _____ 2. The expenses must be necessary reasonable, and appropriate.
- _____ 3. Document the purpose with respect to university business.
- _____ 4. A detailed itemized receipt will be obtained from the vendor whenever possible.

- _____ 5. The number of attendees will be noted on the documentation. If ten people or less are in attendance at the meal, the attendees will be listed by name on the documentation supporting the transaction.
- _____ 6. If spent on contract or research grant funds, the meal (no alcohol) must be specifically allowed in the funding source.
- _____ 7. The meal is not associated with traveling for university business.

The business meal portion of this agreement does not override any individual departmental procedures regarding the purchase of business meals including, but not restricted to, approvals necessary for such expenditures. **Compliance with all aspects of Policy 3-031 is required or this business meal permission may be revoked.**

MY SIGNATURE BELOW INDICATES I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS ADDENDUM AND MY USE OF A UNIVERSITY PURCHASING CARD AND I AGREE TO COMPLY WITH ALL OF THE CONDITIONS IN THIS ADDENDUM.

Signature of Cardholder: _____ Date: _____

Updated 12/2014