

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 located at www.purchasing.utah.edu ("Web Site"). I also agree to comply with each of the requirements and provisions applicable to Purchasing Card users set forth at the Web Site, 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 Web Site information, terms and conditions.

I understand that the University is liable to JPMorgan Chase bank for all charges I make using the Card.

I accept responsibility for protection and proper use of the Card as outlined in this Agreement and in the training and Web Site 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 Web Site 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.

Signature of Cardholder: _____

Date: _____

Print Name: _____

Phone : _____

E-mail: _____

My Reconciler is: myself

Or: _____