



# 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 online training program. I also agree to comply with each of the requirements and provisions applicable to Purchasing Card users established on the Purchasing Card Website ("Website"), as it 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 Chase bank for all charges I make using the Card. In the event of a lost or stolen Purchasing Card, I understand that my department is liable to JPMorgan Chase for the transactions made on the Card up until the card is cancelled with the bank and in circumstances where the bank is unable to refund the expenses.

I accept responsibility for the protection and proper use of the Card as outlined in this Agreement, the training, and the Website information. I understand that the Card must 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 must not be used to purchase various restricted items as described in the training and Website information, as they 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 or personal 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 steps are necessary to collect an amount equal to the total of the improper purchases. If the Card was used for an intentional personal purchase, I agree to reimburse the University for the entire expense and remit an administrative penalty in an amount equal to 50% of the personal use expenditure to the University (Utah Code 53B-7-1-106). If the University initiates collection or legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all fees or expenses 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 Purchasing Card on my application and that these purchases 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 06/2017