

## **University of Arkansas Procurement Card Agreement for Employees**

**Congratulations!** You have been granted the privilege of having a University of Arkansas Procurement Card (PCard). Your participation in the University of Arkansas Procurement Card Program is a convenience that carries responsibilities along with it. Although this card is issued in your name, it IS University property and should be used according to the policies and procedures established by the University of Arkansas Procurement Department. **By signing this agreement, you acknowledge that you understand and will comply with all of the University of Arkansas Procurement Card guidelines, as listed below.**

I, as an authorized and approved cardholder fully understand and agree to the following terms and conditions regarding the use and safekeeping of the procurement card (PCard) entrusted to me:

1. I accept full personal responsibility for the safekeeping of the PCard assigned to me, and that absolutely no one, other than myself, is permitted to use the Visa PCard assigned to me unless I have filled out the [Cardholder Delegation Form](#).
2. If a Sam's Club Business Membership is purchased by the department, I will ONLY add University Employee's or approved Affiliates. Failure to comply with this policy will result in immediate revocation of the PCard and may result in termination of employment.
3. I will be making financial commitments on behalf of the University of Arkansas and will obtain fair and reasonable prices.
4. I have received training and agree to follow all procedures established for use of the PCard.
5. I will not use the PCard for non-University of Arkansas related business, unauthorized purchases, or for personal purchases.
6. I will immediately report the theft or loss of my PCard to US Bank by phone at 1-800-344-5696 and notify the University of Arkansas eBusiness/Procurement Card Administrator at 479-575-6279.
7. I understand that the use of the PCard does not exempt me from purchasing requirements as set forth in University of Arkansas policy and procedures and the PCard guidelines.
8. I understand that I cannot use the PCard as a financial reference to obtain personal credit cards or loans.
9. I understand that I am personally responsible for obtaining ALL original detailed receipts (purchase and credit documents) and submitting them in accordance with University of Arkansas PCard procedures. I will maintain all receipts for the FY until notified by the eProcurement Office to destroy them.
10. I understand that any purchases made by me will be recorded and reviewed in management reports, to insure compliance with Purchasing and PCard guidelines.
11. I understand that failure to follow any of the above listed terms & conditions or if found to have misused the PCard in any manner may result in:
  - Revocation of the privilege to use the PCard
  - Disciplinary action
  - Termination of employment, and/or criminal charges being filed with the appropriate authority.
12. I agree to surrender the PCard immediately upon request or upon termination of employment for any reason.

I hereby accept the above terms and conditions and acknowledge receipt of the PCard.



Visa PCard

\_\_\_\_\_  
Employee ID (6 digits)

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

Employee Email Address: \_\_\_\_\_