



Cardholder Agreement to Accept the UVM Purchasing Card

I, _____, hereby agree to accept a UVM US Bank Purchasing Card.

Cardholder agrees to the following:

- A. I agree to use the UVM Purchasing Card for approved purchases only, and will not use it for personal purchases. I understand that the University of Vermont will audit the use of this credit card, and I will maintain the required proof of all purchases until submitted to Disbursement Center. All purchases must adhere to all applicable UVM policies and procedures.
- B. I understand that I have to submit all back-up documentation essential to the justification of the expenses to Disbursement Center, within established timeframes.
- C. I understand that purchases made in support of and allocated to sponsored projects must follow applicable UVM, federal, and sponsor-specific guidelines. Further, the costs must be allowable and allocable to the project.
- D. I understand that the Purchasing Card remains the property of UVM. I understand that purchases made with the UVM Purchasing Card remain the property of the University of Vermont.
- E. I understand that the University of Vermont may terminate my right to use this Purchasing Card at any time. I agree to return the card, and any PurCard journals and receipts to the Program Administrator immediately upon request, change of department, or upon termination of employment.

The signature of the cardholder is required on the Purchasing Card Journal Report in addition to the cardholder's supervisor signature. Because of the volume of dollars and transactions that the Purchasing Card program processes, supervisor review and approval is a prudent and necessary business practice. This agreement will need to be completed every two years.

CONSEQUENCES:

I understand that failure to properly fulfill my responsibilities of the purchasing cardholder could result in the following actions:

- Purchasing card use will be restricted; put on hold; or may be terminated.
- Requirement of chair, dean or director in issue resolution.
- Requirement of chair, dean, or director to approve cardholder's journal reports.
- Consultation with Internal Audit Services.

- A. Should I fail to use this card properly, I authorize the University of Vermont to deduct from my salary the amount equal to the total of this discrepancy. I understand that the University of Vermont has the right to collect such amounts even if I am no longer employed by UVM.
- B. Improper use of this credit card may result in disciplinary action, up to and including termination of employment.

I confirm that I have read and understood the responsibilities and procedures specified in the Cardholder's training, which is available on the web. I agree to comply with the conditions of this Agreement and all applicable UVM policies and procedures.

Print Name: _____ Employee ID: _____

Signature: _____ Department: _____

Date: _____ Campus Address: _____

Supervisor Name (print): _____

Return to: UVM Disbursement Center
23 Mansfield Avenue, Burlington, VT 05401
Telephone 802-656-4192