

**PROCARD CARDHOLDER AGREEMENT**

Controller's Office | Purchasing

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University of the Pacific is pleased to present you with a VISA *Purchasing Card* ("Procard") for use in conducting University Business. Receipt of this card acknowledges the University's trust in you and its willingness to empower you as a responsible employee. With this trust comes your responsibility to protect the University's assets. Therefore, by accepting this card, you hereby:

- Agree to comply with all Procard Policies and Procedures, in current form and in any revised form;
- Acknowledge receipt of the Policies and Procedures and affirm you have read and understand them;
- Acknowledge you have reviewed the University's Business Policies and Procedures Manual, and agree to ensure all Procard purchases comply with the applicable Business Policies and Procedures;
- Agree to ensure all Procard expenditures are within budgeted resources and to be used for budgeted purposes;
- Understand that the University is responsible for payment of the cost of all Procard purchases unless you violate this agreement by making purchases for personal use;
- Agree to provide your statement and all original transaction documents to the designated reconciler in your department in the time frame set forth in the policies and procedures.
- Agree you will not use the Procard for personal purchases of any kind unless Policies and Procedures clearly specify an allowable exception;
- You will not allow any other individual to have use of the card assigned to you;
- Acknowledge that failure to comply with the established Policies and Procedures will result in revocation of the Procard;
- Acknowledge the University will audit use of the Procard;
- Acknowledge that unauthorized use of this card by faculty and staff can lead to disciplinary action up to and including termination;
- Authorize the University to make payroll deduction from payroll amounts otherwise payable to you, in order to recover amounts paid on your behalf by the University for unauthorized Procard charges you incurred;
- Acknowledge the University may terminate my right to use the Procard at any time for any reason, and that you will return the Procard to the University immediately upon request, upon transfer to another department, or upon termination of my employment with the University.

**I HAVE READ THE ABOVE AGREEMENT AND UNDERSTAND THE CONDITIONS. I HEREBY ACKNOWLEDGE RECEIPT OF A PROCARD FOR UNIVERSITY BUSINESS USAGE.**

Cardholder Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Email Address: \_\_\_\_\_@pacific.edu Employee ID: \_\_\_\_\_

Department Name: \_\_\_\_\_ Division Name: \_\_\_\_\_