

Pcard



University of Dayton Pcard Cardholder Agreement

Appendix B

Effective: 3/25/02

I, _____, hereby acknowledge the receipt of the Pcard number _____, associated with account number _____. I acknowledge that this Pcard has been issued to me to make purchases and payment required in the course of my regular duties and in compliance with the University of Dayton’s Pcard Policy and Procedures. I fully understand that purchases and payments made with this Card are to be as authorized for the University of Dayton by a departmental manager with expenditure initiation authority, in accordance with the usual departmental procedures.

I shall undertake to protect the Pcard, the card account number, unauthorized usage and realize that it is for my University business use only. Should it be lost, stolen or suspected of being compromised in any manner, I shall advise JP Morgan Chase and the UD Purchasing Card Coordinator or delegate.

I understand that this Card is the property of University of Dayton assigned to me by the UD Pcard Coordinator or delegate, and that, in the event of willful or negligent default of these obligations, University of Dayton shall take any recovery action deemed appropriate, that is permitted by law including the employee’s termination. Furthermore, upon transfer from the department or termination of employment from the University, I agree to return this card to the UD Pcard Coordinator or delegate, for immediate cancellation.

Cardholder’s Signature

UD Pcard Coordinator/Designate

Date

Date