

UNIVERSITY OF KENTUCKY
Procurement Card Program
Cardholder User Agreement

As a recipient of a University of Kentucky Procurement Card, I agree to the following terms and conditions:

1. I will use the card only in accordance with University policies, regulations, and procedures as stated within the University Personnel Policy Manual, the Business Procedures Manual, and the Procurement Card User's Guide.
2. I will adhere to University price contracts and will not manipulate/split orders over the Single Transaction Limit.
3. I understand this is NOT a personal purchasing card and I will not make any personal charges against my card(s) under any circumstances.
4. I am responsible for ensuring my card(s) and my card number(s) are protected from theft or loss. I will immediately notify the Procurement Card Administrator of any loss or improper use of my card(s) or card number(s).
5. I am responsible for obtaining and submitting, for audit purposes, all proper invoices/receipts or other documentation necessary to substantiate the propriety of each card transaction.
6. I will surrender the procurement card to the University's Procurement Card Administrator or my immediate supervisor upon demand or upon my termination of employment with the University.
7. If my procard is approved for travel, I will comply with the travel regulations and limitations established by the Procurement Card policies and the Business Procedures Manual Travel Regulations (E-5-1 – E-5-3).
8. I understand that failure to comply with the policies, regulations, and guidelines set forth herein may result in termination of my employment from the University of Kentucky.

I hereby certify that I have read, understand and shall adhere to the University of Kentucky's Procurement Card policies, regulations, and procedures.

Cardholder Signature _____ Date _____

Procurement Card Administrator
Signature _____ Date _____