

## UNC Greensboro Purchasing Card Employee Agreement

I hereby acknowledge receipt of a University of North Carolina Purchasing Card.

As a Cardholder for the \_\_\_\_\_ Department, I agree to comply with the following terms and conditions regarding my use of the card.

1. I understand that I am being entrusted with a valuable tool, a Purchasing Card, and will be making financial commitments on behalf of the University of North Carolina at Greensboro and will strive to obtain the best value for the University.

2. I understand that the University is liable to Bank of America for all charges made on the card. I further understand that I may be personally liable for any funds misused with this card.

3. I agree to use this card for approved purchases only. I understand it is a violation of University policy to charge personal purchases to the card entrusted to me. I understand that the Purchasing Department will audit the use of this card and report/take appropriate action on any misuse of the card. I further understand that improper use of this PCard may result in disciplinary action, up to and including Termination of Employment. Should I fail to use this PCard properly, I authorize the University to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also allow the University to collect any amounts owed by me under this Agreement. I agree to indemnify the University and pay all costs and expenses including attorneys' fees, incurred by the University in collecting such amounts or in the defense of any action arising out of or related to my misuse of the card.

4. I will follow the established procedures for the use of the PCard. Failure to do so may result in either revocation of the card privileges or other disciplinary actions, including discipline in accordance with the Human Resources Employee Manual.

5. I have been given a copy of the Purchasing Card Policy and Procedures Manual and have read and understand the requirements for the card's use. I have completed the training course and am fully aware of my personal responsibilities in maintaining this card and required supporting documentation for all transactions.

6. I agree to return the PCard immediately upon request of my Supervisor/Department head or upon notice of termination of employment (including retirement) with the University. Upon notice of transfer from my current Department within the University, I agree to return this card for immediate cancellation and arrange for a new one, if appropriate. I agree that the University may terminate my right to use this PCard at any time for any reason. In that event, the University will notify the employee that authorization has been rescinded.

7. If the Card is lost or stolen, I agree to notify my department head/supervisor, the PCard Administrator, and Bank of America immediately.

8. I understand that this PCard is issued pursuant to a contract between the University of North Carolina at Greensboro and Bank of America, and accordingly, a University representative has the authority to inquire and obtain supporting documentation for all transactions posted to my PCard, directly from the vendor.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
P Card Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date