

UNC Greensboro DEPARTMENTAL Purchasing Card Agreement

I hereby acknowledge receipt of the UNC Greensboro Group Purchasing Card. As a Group cardholder for the _____ Department, I agree to comply with the following terms and conditions regarding our Group's use of the Group PCard. I will notify the PCard Administrator prior to my departure as Reconciler for this group. **I will provide the paperwork with the name of the replacement Reconciler who will be responsible for the Group's PCard before my Reconciler duties end. If the new Reconciler is not known at the time of my separation, the responsibility of the card will fall on the Group Approver.** What I can and cannot purchase with the Group PCard is the same as with an individual PCard, but it allows me, as the Reconciler for this Group, the ability to check the card out to individuals within our department for the Group's purchasing needs. I will ensure the individual who checks out the Group PCard, has been advised on the PCard Policy and the Allowable/Unallowable purchase list. I will verify the PIN number for the Group PCard will be secure and only shared with the individual who is checking out the Group PCard.

_____. 1. I understand that as a group we are being entrusted with this valuable tool, As a Group we 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 group card for approved purchases only. I understand it is a violation of University policy to charge personal purchases to the card entrusted to our group. I understand that the Procurement Services 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 Group PCard may result in disciplinary action, up to and including Termination of Employment. Should I fail to use this Group 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 attorney's 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 Group PCard.

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

_____. 5. I have read the PCard Policy 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 Group card and required supporting documentation for all transactions.

_____. 6. I agree to return the Group 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, OR, notify the PCard Administrator with the name of the Reconciler taking my place as the person responsible for the Group PCard upon my separation with this group. I agree that the University may terminate my right to use this Group PCard at any time for any reason. In that event, the University will notify the employee that authorization has been rescinded.

_____. 7. If the Group PCard 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 Group 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 the Group PCard, directly from the vendor.

Reconciler Signature Print Name Date

Approver Signature Print Name Date

PCard Administrator/Backup Signature Date