

**University Purchasing Card – Procurement Services  
Cardholder Agreement and Acknowledgment of Receipt of Card**

I, \_\_\_\_\_, acknowledge receipt of a University Corporate Purchasing Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am the only person who is allowed to use my card. I will not authorize the use of my card to other individuals, including supervisory or support personnel.
2. I will not exceed the per transaction and monthly limits assigned to my card or use the Card to circumvent established purchasing procedures. I will strive to obtain the best value for the University and will not make excessive or unnecessary purchases with my Card, because the University is liable for all of my expenditures. I will use the Card for approved purchases only and I will not make personal purchases on the card under any circumstances. I understand that the University audits the use of the Card and will take appropriate action when improper uses are found.
3. I will not use the Card to purchase restricted items. Restricted items are: alcoholic beverages, ammunition, boats, carpet and window treatments, car rental expenses outside the University’s motor pool, firearms, flowers, framing, furniture, gifts, lodging, prescription drugs, purchases from an employee of the Commonwealth, radioactive materials, renovation/construction services, restaurant meals, security systems, tents (non-camping), vehicles, and any purchases from Health System funds.
4. I will follow the policy governing the use of Virginia Department of Minority Business Enterprise (VDMBE)-certified Minority- or Woman-owned (M/W) vendors and obtain a price quotation prior to making the purchase.
5. I am responsible for maintaining documentation of all purchases. I will document all card purchases in my Purchasing Card log. I will sign and date my charge receipts and reconcile them against the monthly statement I receive from the Credit Card Company. I will sign and date my statement, and forward it with the receipts and card log to my supervisor for approval and reconciliation. The supervisor will sign and date the statement signifying approval.
6. When returning merchandise I will specifically request that the charge be credited to the Purchasing Card. I will not accept “store credit” and I will notify the Purchasing Card Administrator if a merchant refuses to credit the Purchasing Card for returned items.
7. For air and rail ticket purchases, I will stay aware of and adhere to all travel documentation requirements. I will also provide reason or purpose for the trip. I will adhere to University policy governing travel.
8. I will record the names of all individuals partaking in food purchased with the Card, and provide reason or purpose for all food purchases. I will adhere to the University policy governing food purchases.
9. I agree to follow the policies and procedures established by the University for the use of my Card and abide by the *Code of Virginia’s* State and Local Government Conflict of Interests Act and the University’s policy on Conflict of Interests.
10. I will make all purchases in adherence to the policies and procedures governing procurement at the University of Virginia, which are posted on the Financial Policies and Procedures website and on the Procurement Services website. Failure to do so may result in the revocation of my Card use privileges and/or disciplinary actions, including termination of my employment.
11. I will only make purchases on the Internet using a Secure Socket Layer Version 2.0 or greater and will record the vendor’s website address on the purchasing card log. I will not fax my card number or include more than the last 6 digits of my card number in an email.
12. I agree to return my Card immediately upon request or upon termination of employment (including retirement). Should I change positions, I will return my Card and arrange for a new Card, if appropriate.
13. If my Card is lost or stolen, I will notify the University’s Purchasing Card Administrator and the Credit Card Company immediately.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type of Photo Identification Used (UVA, Drivers License, etc.)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Card Administrator Signature

\_\_\_\_\_  
Date Issued