

# Loyola College Procurement Card Agreement Form

## To be completed by Budget Administrator:

I, \_\_\_\_\_, (Budget Administrator) hereby request a Procurement Card to be issued to \_\_\_\_\_ (prospective Cardholder). As the Budget Administrator for account \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, I will be responsible for reviewing and approving all transactions on the Cardholder's Procurement Card statement on a monthly basis.

I will allow this cardholder to charge a maximum of \$ \_\_\_\_\_ per transaction and \$ \_\_\_\_\_ per month.

I understand that the statement, log and original receipts are due to the Disbursements Office by the 10<sup>th</sup> of the month following the statement date. I understand that statements received after this date will automatically be charged to the budget number listed above.

\_\_\_\_\_  
Budget Administrator Signature

\_\_\_\_\_  
Date

## To be completed by Prospective Cardholder:

As a card holder I agree to comply with the following terms and conditions regarding my use of the Card.

- \* I understand that I am being entrusted with a valuable purchasing tool (the Procurement Card) and will be making financial commitments on behalf of Loyola College. I will strive to obtain the best value for the College.
- \* I understand that the College is liable to the card provider for all charges made on the card.
- \* I agree to use this Procurement Card for approved purchases only and agree not to charge personal purchases to the Card. I understand that this Procurement Card may not be used by anyone other than me. I understand that the Loyola College Disbursements Manager will audit the use of this Card and report and take appropriate action on any discrepancies.
- \* I have received a copy of the Procurement Card Policy and Procedure Guide, and understand the requirements for Procurement Card use. As a Cardholder, I agree to comply with the terms and conditions specified in this Guide, and any subsequent revisions to this guide as published on the Loyola College Disbursements webpage at [www.loyola.edu/disbursements](http://www.loyola.edu/disbursements).
- \* I understand that fraudulent and/or misuse of the card is grounds for revocation of Procurement Card privileges and may lead to disciplinary action, up to and including termination of employment. Should I fail to use the Procurement Card properly, I authorize Loyola College 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 agree to allow Loyola College to collect any amounts owed by me even if I am no longer employed by the College. If Loyola College initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the College in such proceedings.
- \* I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change which causes my cost center to change, I also agree to return my Card and arrange for a new one, if appropriate.
- \* If the Card is lost or stolen, I agree to notify the Card Provider and the Disbursements Manager at (410) 617-5046 immediately.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Employee Telephone Extension

\_\_\_\_\_  
Employee email address