

University of Denver

Agreement to Accept the Visa Purchasing Card

Your participation in the DU Purchasing Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered University property and should be used with good judgment. Your signature below verifies that you understand the Purchasing Card Program guidelines below and agree to comply with them.

1. The Purchasing Card is provided to employees based on their need to purchase University-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. The card is for University-related purchases only; personal charges must not be made to the card.
3. You are the only person entitled to use the card and you are responsible for all charges made against the card.
4. Improper use of the card can be considered misappropriation of University funds. This may result in disciplinary action, up to and including termination.
5. All charges are billed directly to and paid directly by the University. Any personal charges on the card could be considered misappropriation of University funds since the cardholder cannot pay the bank directly.
6. Cardholders are expected to comply with internal control procedures in order to protect University assets. This includes keeping receipts, reconciling monthly memo statements, meeting submittal deadlines, and following proper card security measures.
7. Cardholders are responsible for reviewing their charges and resolving any discrepancies by contacting the supplier or Paymentnet.
8. Each account is assigned a default FOAP and purchases that are not reviewed will be automatically charged to that FOAP at each accounting month end.
9. A lost or stolen card must be reported immediately by telephone to Paymentnet Customer Service at 1 (800) 270-7760. Additionally, a Lost/Stolen Card Notification Form must be completed and submitted to Purchasing Services within 24 hours.
10. A cardholder must surrender his or her card upon termination of employment for any reason (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

I understand & agree to comply with the terms of this Purchasing Card Agreement:

Cardholder Signature

Date

Cardholder Printed Name