

Bldg: _____ Dept: _____ Number of Cards Assigned: _____

Card Custodian

- I recognize that as the Card Custodian, I have been given authority to purchase items on behalf of my building or department.
- As a part of my duties, I will make sure that the building or department has the budget capacity before making purchases.

Cardholder

- I understand that I am responsible for all transactions on the procurement card(s) assigned to me.
- There are occasions where the Card Custodian will make purchases using the procurement card(s) on my behalf, my building's behalf, and the department's behalf.
- There are occasions where cards assigned to me may be checked out to others in my department/school who have reviewed the Procurement Card User Agreement 6212F-3 and signed the accompanying log.
- I have received and take responsibility for the number of procurement cards specified above.

Card Custodian and Cardholder

- Procurement cards must be kept in a secure or locked location. If there are multiple users, the Procurement Card Check Out Sheet must be maintained, per 6212F-3.
- Original receipts are to be turned in to the Card Custodian after each purchase. Original receipts must be used for reconciliation.
- The receipts are to be reviewed for appropriateness and approved by the Card Custodian and the Cardholder on a regular basis.
- I agree to use the card in accordance with Policy and Procedure 6212 and Procurement Card User Agreement 6212F-3.
- The Cardholder, Card Custodian, and/or Card User must notify the Finance Department immediately if:
 1. A card is lost
 2. An assigned employee is transferred or leaves
 3. A card is misused
 4. If you notice suspicious charges

Cardholder's Name (print)	Cardholder's Signature	Date
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Card Custodian's Name (print)	Card Custodian's Signature	Date
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Accounting Manager's Name (print)	Accounting Manager's Signature	Date
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