

The University of Nevada, Reno Purchasing Cardholder Agreement

The University of Nevada, Reno is pleased to present you with the purchasing card. It represents the university's confidence in you as a responsible employee of the university entrusted to safeguard and protect university assets.

As a cardholder, I agree that all uses of this card will comply with the terms and conditions of this agreement and the stated provisions of the Purchasing Card Policies and Procedures Manual (Procedures Manual) provided to me (available at <http://www.unr.edu/campus-business/all-forms#551>). I acknowledge receipt of the Procedures Manual and confirm that I have read and understand its provisions. I understand that the university is liable to JP MorganChase MasterCard for all charges made with this card.

As the holder of this purchasing card, I agree to accept responsibility for the protection and proper use of this card as outlined in the agreement and the Procedures Manual. I understand that the university **WILL** audit my use of this purchasing card. I understand that I **CANNOT** use the purchasing card for the purchase of goods or services of a personal nature and that the purchase of such goods or services shall be deemed an improper use of the purchasing card.

I further understand that improper or fraudulent use of this individual purchasing card may result in disciplinary action and/or personal liability. Should I fail to use this purchasing card 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 agree to allow the university to collect any amounts owed by me, even if I am no longer employed by the university. If the university initiates legal proceedings to recover amounts owed by me under this agreement, I agree to pay legal fees or collection costs incurred by the university in such proceedings.

I understand that the university may terminate my right to use the purchasing card at any time for any reason. I agree to return this card to the university immediately upon request or upon termination of employment.

APPLICANT: Staff Faculty Student

Signature: _____

Date: _____

Printed Name: _____

Campus Phone: - -

Department: _____

Campus Fax: - -

Mail Stop #: _____

Email Address: _____

As department chair/director or dean/vice-president, I approve the issuance of a purchasing card to this staff member and assume overall responsibility for the card.

Approved by: _____
Department Chair/Director

Approved by: _____
Dean or Vice President

<p>I hereby acknowledge receipt of purchasing card #: ____ ____ ____ ____ (last 4 digits only)</p> <p>Expiration Date: _____ (to be completed when card is picked up)</p> <p>Signature: _____ Date: _____</p>

Use of the Purchasing Credit Card

The university purchasing credit card **cannot** be used at any time for the following goods or services:

- Items for Personal Use.
- Independent contractor expenses other than airfare.
- Cash advances.
- Participant support expenses paid to participants.
- Printing/copying services over \$50.00 must be approved by Marketing & Communications and a release authorization number given.
- Employee Travel Expenses for hotels, meals and personal travel expenses.
- Traveler's Checks.
- Recurring transactions that should be requested through business center north purchasing department.
- Purchasing gift cards for employees.
- Payments / gifts for employees.