

# Western Kentucky University Purchasing Card User Agreement

Participation in the Western Kentucky Purchasing Card Program is a privilege that also carries cardholder and user responsibilities. The card is considered University property whether it is in Department's name or an individual's name, and should be used only for University business in accordance with State Law and University policies. As a cardholder or user of a Western Kentucky University Purchasing Card, the undersigned cardholder/user agrees to the following terms and conditions:

1. I will use the card only in accordance with University policies, regulations, and procedures as stated within the Purchasing Card User's Guide. I will also adhere to University price contracts, and will not manipulate/split orders over \$2000 to circumvent card limits.
2. I understand this is NOT a personal purchasing card and I will not make any personal charges against my card under any circumstances.
3. I am responsible for ensuring that my card and account number, or the department card and account number, are protected from theft or loss. I will immediately notify the Purchasing Card Administrator and/or PNC of any loss or improper use of my card or account number, or the department card or account number.
4. I am responsible for obtaining and submitting, for audit purposes, all proper invoices/receipts or other documentation necessary to substantiate the propriety of each card transaction.
5. I will surrender the Purchasing Card to the University's Purchasing Card Administrator or my immediate supervisor upon demand or upon my separation of employment with the University.
6. If the card is in my name, I understand that I am the only person entitled to use the Purchasing Card, and I am responsible for all charges made against the card.
7. I have reviewed the Purchasing Card Procedures and understand the requirements for the Card's use. I will follow the established procedures for the use of the Card, and understand that failure to do so may result in either revocation of my use of the Purchasing Card program or other disciplinary actions up to and including termination. I agree that I am personally responsible for my improper or illegal use of the card, and I allow the University to collect any amounts owed by me for improper purchases even if I am no longer employed by the University. Should I fail to use the Card properly, I authorize the University to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all collection costs, including reasonable attorney fees, incurred by the University.

\_\_\_\_\_  
Cardholder/User Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

***Manager's approval denotes the following: I certify that I will monitor and review the purchases made by this cardholder/user in accordance with the Purchasing Card program's established rules and procedures for the card user's agreement. It is also my responsibility to determine if the cardholder/user is using the card responsibly in accordance with Purchasing and any other applicable Western Kentucky University policy, and to revoke the holders use of the card if they are not using the card as intended.***

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date