

**UNIVERSITY OF HOUSTON-VICTORIA
Purchasing Cardholder Agreement
(ProCard)**

In return for the purchasing authority delegated to me and in consideration of my responsibility as a procurement cardholder, I agree to:

- Comply with this agreement and the applicable provisions of the ProCard Manual and/or Purchasing Manual;
- Obtain an itemized receipt of all transactions at time of purchase and retain invoices, shipping bills and other documents related to each purchase, within the department for the required retention period;
- Complete monthly expense report in SDOL (JPMorgan Chase online program) providing an expense description, benefit/purpose, cost center and proper account for each transaction by the monthly due date.
- Upload the signed expense report and all supporting documentation into PeopleSoft by the monthly due date. If not completed in a timely manner the account may be subject to suspension.
- Accept responsibility for the protection and safeguard of this card and will immediately report a lost or stolen card to JPMorgan Chase and the University ProCard Administrator;
- Purchase ethically, fairly, and without conflict of interest seeking the best value and will avoid vendors or individuals who are not in good standing with the State of Texas;
- Avoid using the ProCard for any personal purchases. I understand personal purchases are strictly prohibited and unauthorized;
- Not use the ProCard for the purchase of restricted goods and services listed in the University ProCard and/or Purchasing Manual;
- Surrender the card immediately upon request or termination of employment.

I further understand that:

- My expense report and supporting documentation is subject to review and audit at any time;
- Commodities and services, when existing university or mandated State contracts are in place, must be purchased from that contract supplier;
- Failure to comply with the applicable provisions of the ProCard Manual and/or this Agreement may result in revocation or temporary suspension of my ProCard privileges;
- The University is liable to JPMorgan Chase for all charges made by me and that my personal credit history will not be affected by use of this card;
- The ProCard is the property of the University and the University may terminate my right to use this Purchasing Card at any time and for any reason;
- I am required to take mandatory annual refresher training as a condition for continued cardholder privileges;
- Improper use of this card may result in disciplinary action, which may include termination of employment, and criminal prosecution. I also understand that thefts of property by public employees, by virtue of their employment, that would ordinarily be considered misdemeanors may be considered state jail felonies (Texas Penal Code, Section 31.03). I agree to repay the University of Houston-Victoria (UHV) any amounts owed by me even if UHV no longer employs me.

I acknowledge that I have been provided instructions on accessing and printing of the University Procurement Card Manual and acknowledge that it is my responsibility to read the manual. I understand that if I have any questions, they should be directed to the campus procurement card administrator, whose name and telephone extension is listed at the bottom of this agreement.

I hereby acknowledge receipt of Purchasing Card # _____, SC# _____, expiration date _____ with an initial monthly limit of **\$5,000** and single transaction limit of **\$3,000**.

Cardholder Signature _____ **Signature Date** _____

Print Name _____ **Department** _____

Campus Telephone No. _____ **Campus Fax No.** _____

E-mail Address _____

Your Campus Procurement Card Administrators:
Brenda Zellmer, X-823 or 361.570.4823 or zellmerb@uhv.edu
Ryan Belcik, X-821 or 361.570.4821 or belcikr@uhv.edu

Initial Training _____
Refresher Training _____
Replacement Card _____