

**UNIVERSITY OF ALASKA SOUTHEAST
PROCARD CARDHOLDER AGREEMENT**

Introduction: The University of Alaska (UA) has entered into an agreement with Bank One (Bank) to provide qualified employees with a procurement card (ProCard). The ProCard shall be used to purchase authorized goods and services costing less than \$2,500.00 (including shipping and handling).

Ownership and Cancellation of the ProCard: The ProCard remains the property of the Bank. It may not be transferred to or assigned to anyone other than the designated cardholder. The cardholder is accountable for activity on the card. The Bank or UA may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the ProCard upon request to UA or any authorized agent of the Bank.

Spending Limits: Each ProCard has a pre-set spending limit which may not be exceeded under any circumstances. NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCARD AT ANY TIME OR FOR ANY REASON WHATSOEVER.

ProCard Abuse: Abuse of the ProCard will result in revocation of the card and appropriate disciplinary action.

Use: For use guidelines, the ProCard cardholder must refer to the Procurement Card Cardholder Handbook, which is distributed with the ProCard and by this reference is incorporated and made a part of this agreement.

Protecting the ProCard: The ProCard is valuable property, which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping: The cardholder shall sign the ProCard immediately upon receipt. When the expiration date is passed and /or after a new ProCard is received, the old one shall be cut in half and disposed of.

Lost or Stolen ProCard(s): If the ProCard is lost or stolen, the cardholder shall contact the Bank's 24-hour, toll-free number at (800) 848-2813 IMMEDIATELY (UA is responsible for charges until the card is reported). The cardholder is also requested to contact their campus ProCard Program Administrator referenced in the Cardholder Handbook.

Agreement: I have read the Procurement Card Handbook and agree to the above terms and conditions and request that a University of Alaska ProCard be issued to me.

Cardholder Signature	Cardholder Printed Name	Date	Department
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Cardholder's Dean, Director or Approving Official	Date
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UAS Program Administrator	Date
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