

# Villanova University Procurement Card Program Cardholder Agreement

I, \_\_\_\_\_ hereby request a Procurement Card. As a cardholder, I agree to comply with the following terms and conditions related to the use of the card:  
**Please Print**

1. I understand that I am being delegated the authority to purchase supplies and services on behalf of the Villanova University, using the Procurement Card.
2. I agree that this card will be used for approved purchases only and, further, that I will not charge any personal purchases to this card. All purchases must be made in accordance with applicable laws and regulations, including, but not limited to, Villanova University Procurement Card Program Policy and Procedures, the Villanova University Procurement Card User's Guide, and the Villanova Procurement Department Policy and Procedures. I understand that my failure to follow established procedures may result in disciplinary actions against me, under standard University Policy.
3. I agree to return the card immediately upon suspension and/or termination of my employment relationship with Villanova for any reason (including retirement) or complete all required forms for correcting index account upon reassignment to another Villanova University Department. Also, I agree to return the card immediately upon request of my supervisor or the Procurement Department and the disciplinary actions referred to in paragraph 2 would also apply for failure to do so.
4. If the card is lost or stolen, I agree to immediately notify Bank of America and the Procurement Card Program Administrator.
5. I also understand that the following is required by me as the cardholder.
  - o Review of monthly charges
  - o Submitting charges for review to my supervisor, along with all receipts
  - o Retention of all logs and receipts for 5 years and available for Procurement audit at any time
6. I understand that as a new cardholder, I will be required to attend training prior to card being issued.

**STATEMENT OF COMPLIANCE**

I certify that I shall purchase supplies or services in accordance with applicable Villanova University Card policy and procedures and in accordance with the terms and conditions stated above. I further acknowledge and certify that I shall be personally responsible for any unauthorized Procurement Card purchase using the Procurement Card issued to me. I hereby authorize Villanova University to deduct from my salary or any other payments to me the amount of such unauthorized purchases.

_____ Cardholder Signature/Date	<b><u>Approved by:</u></b> _____								
_____ Cardholder Department Phone Number	_____ Supervisor Name/Title - PLEASE PRINT								
_____ Cardholder Banner ID  _____ Cardholder e-mail address	_____ Supervisor Signature/Date  _____ Supervisor Department Phone Number								
_____ Department  _____ Index Account Number  \$ <u>2,500.00</u> Single Transaction Limit (Max - \$2500) \$ <u>7,500.00</u> Monthly Transaction Limit (Max - \$7500)	<b><u>DO NOT COMPLETE THIS AREA</u></b>  _____ <i>VU Director of Procurement Signature/Date</i>  _____ <i>VU Procurement Card Administrator Signature/Date</i>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Card Received</td> <td style="width: 50%;">Welcome Email</td> </tr> <tr> <td>GL Profile Set</td> <td>Profile Set</td> </tr> <tr> <td>Email List</td> <td>Assigned</td> </tr> <tr> <td>Attended Training</td> <td>Web Training</td> </tr> </table>	Card Received	Welcome Email	GL Profile Set	Profile Set	Email List	Assigned	Attended Training	Web Training
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