

PURCHASING CARDHOLDER AFFIRMATION

I have completed training regarding The University of Toledo’s Purchasing Card Program and as consideration for being permitted to use the Purchasing Card, agree to the following:

1. I have read and will abide by the Procurement and Pcard Policies and the associated Procedural manuals.
2. I will under no circumstances knowingly use the Purchasing Card to make personal, non-work related or other purchases prohibited by the Purchasing Card procedures, either for myself or for others.
3. I will not request or receive cash from suppliers as a result of any exchanges or returns on Purchasing Card purchases. All returns and exchanges must credit the Purchasing Card.
4. I understand that I am the only individual responsible for the Purchasing Card assigned to me and all associated transactions.
5. I understand that The University of Toledo may terminate my right to use the Purchasing Card at any time, for any reason.
6. I agree to notify the Purchasing Card Administrator immediately upon request or upon termination of employment. If transferred to another department I will notify Purchasing Card Administrator and Business Manager of the new department.
7. I have reviewed and will follow the established Purchasing Card procedures for using the Purchasing Card. I understand that failure to do so may result in revocation of my user privileges or other possible disciplinary actions, up to and including termination of employment.
8. I understand I may not use the Purchasing Card for the unauthorized commodities listed, but not limited to: Cash Advances; Traveler Checks; Wire Transfers; Money Orders; Donations.
9. I understand that I should use the vendors located on the Purchasing website, which is: <http://purchasing.utoledo.edu/>, to obtain the discounted prices that Purchasing has negotiated for the benefit of the University.
10. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use or gain or use the Purchasing Card in violation of the Purchasing procedures or other applicable rules, I will reimburse The University of Toledo for all incurred charges and any fees related to the collection of those charges.

\_\_\_\_\_  
Cardholder Rocket Number

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Cardholder Name (Print)

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date