

Weber State University One Card Cardholder's Agreement

Weber State University ("University") is pleased to offer you a Purchasing Card ("PCard"). This Card represents the University's trust in you to make policy compliant purchases. With this trust comes the responsibility to protect the University's assets and be a responsible cardholder.

I, the undersigned, hereby acknowledge that receipt of a University Purchasing Card is conditioned upon compliance with the terms and conditions of this Agreement. As an authorized cardholder, I agree to comply with this Agreement, all University policies, the Purchasing Card User's Guide, all federal and state laws, and guidelines on the Purchasing Card Website ("Website") as they may be amended. I understand that all purchases will be loaded into the online reconciliation system (i.e., Concur), I must provide accurate and complete documentation for my PCard purchases, I must complete all travel-related expense reports within 14 days of my return and reconcile all PCard purchases by the 21st day of the month after they were charged. I agree to comply with each PCard requirement and provision in the Travel User's Guides established on the Website, as it may be amended. I understand that the University is liable to US Bank for all PCard charges. In the event of a lost or stolen PCard, I understand that my department is liable to US Bank for the transactions made on the Card up until the card is cancelled and in circumstances where the bank is unable to refund the expenses. I accept responsibility for the protection and proper use of the PCard and will safeguard the PCard account number. I understand that the PCard may only be used for authorized University business purchases and that personal expenses may not be charged to the PCard. I understand that the PCard must not be used to purchase personal meals or restricted items as described in the Purchasing Card User's Guide.

I understand that the University may audit my PCard use and report any discrepancies. I agree to use fair and ethical business practices when procuring goods and services for the University and not engage in situations that may be characterized as a conflict of interest. I further understand that improper or fraudulent use of the PCard may result in disciplinary action including, but not limited to, the University withholding wages to offset unauthorized expenditures and termination of employment. Should I fail to use the PCard properly, I authorize the University to take necessary steps to collect an amount equal to the total of the improper purchases, even if I am no longer employed by the University. If the PCard was used for an intentional personal purchase, I agree to reimburse the University for the entire expense and remit an administrative penalty in an amount equal to 50% of the expenditure to the University (Utah Code 53B-7-1-106). If the University initiates collection or legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all fees or expenses incurred by the University.

I understand that authorization to have a PCard or make purchases on behalf of University is not a right or benefit of my employment and the University may terminate my right to use the PCard at any time for any reason, even if that makes it challenging to fulfill the functions of my position, and that the University may have no other choice but to review the terms and conditions of my employment if I am unable to fulfill the functions of my position due to not being authorized to make purchases on behalf of the University. I agree to surrender the PCard immediately upon request, termination of employment, or transfer between departments.

MY SIGNATURE BELOW INDICATES I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT FOR MY USE OF A UNIVERSITY ONE CARD, AND I AGREE TO COMPLY WITH ALL CONDITIONS IN THIS AGREEMENT.

Signature of Cardholder

Date

Print Name

Department

Phone