PURCHASING CARDHOLDER AFFIRMATION

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

1. I have read and will abide by the Procurement and P-card Policies and the associated Procedural manuals.
2. I will under no circumstances 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 authorized to use the Purchasing Card assigned to me and that the Purchasing Card is not transferable to any other individual.
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 return the card to the Purchasing Card Administrator immediately upon request or upon termination of employment. If transferred to another department I will notify Purchasing Card Administrator and complete paperwork authorizing use of the Purchasing card to my new position.
7. I 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 have reviewed the Purchasing Card procedures and understand the procedures and requirements for using the Purchasing Card.
9. 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.
10. 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.
11. I agree that should I violate the terms of this Agreement and us 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.
12. As a Supervisor I understand and will abide by all required P-card policies and Procedural manuals. Also, I will assure adequate internal control over the approval process and maintain all required documentation.

Cardholder Name (Print) Position Title/ Department Name

Cardholder Signature Supervisor’s Signature

Date Purchasing Card Administrator Signature