UT P-Card Sharing User Agreement Form

Purchasing Card Conditions

- Completing this form authorizes the individual to use only the P-Card issued to them by a staff member of the Department.
- If this card is used for unauthorized purchases, lost, stolen or damaged while in the possession of the individual named below, he/she will be personally responsible for the associated costs. Unauthorized purchases include, but are not limited to, personal items, cash, cash advances, fuel, and alcoholic beverages.
- It is further understood that with the use of this P-Card you will show the tax exempt card with every purchase and **no sales tax will be charged to this card**. If sales tax is charged, the individual will be responsible to return to the vendor and have the sales tax removed from the receipt.
- Proper ORIGINAL itemized receipts are required for all University transactions. A receipt that only shows the amount charged is not acceptable documentation. A receipt must include: vendor's name, date, items/service purchased and dollar amount.

Please print.

Name _____	**Rocket Number** _____
	Contact Phone Number _____

Event/Purpose _____   **Date of Event/Purpose** _____

Targeted Audience _____   **Estimated Number of Attendees** _____

Purchases from _____   **Items to Purchase** _____   Estimated Cost _____

Purchases from _____   **Items to Purchase** _____   Estimated Cost _____

Purchases from _____   **Items to Purchase** _____   Estimated Cost _____

Purchases from _____   **Items to Purchase** _____   Estimated Cost _____
(List names of vendors/stores you are purchasing items from)

MUST obtain approval from Cardholder prior to release of P-Card.

Index Number _____   **Authorized amount not to exceed**   **$** _____

Index Number _____   **Authorized amount not to exceed**   **$** _____

Index Number _____   **Authorized amount not to exceed**   **$** _____

Index Number _____   **Authorized amount not to exceed**   **$** _____

Approved Cardholder _____   _____
(Signature)   (Date)

Gift Card Log Required   ☐ Yes   ☐ No   Gift Card Log Submitted (if applicable)   ☐ Yes   ☐ No

Individual has permission to use the P-card assigned to _____

P-Card Number	Date Signed Out	Date Returned	Receipts Submitted	Comments
			☐ Yes ☐ No	
_____	_____	_____		_____

Individual agrees to conditions and is responsible for P-Card.

_____   _____
(Signature)   (Date)

Approved Cardholder _____   _____
(Signature)   (Date)