

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
PROCUREMENT CARD AGREEMENT**

The University of Texas at San Antonio (University) is pleased to present you with the procurement card (Procard) to be used for official University business only. It represents trust in you and your empowerment as a responsible agent to safeguard and protect the University assets.

As a cardholder, I have read and understand the Procard Guidelines and all University policies and procedures governing the purchase of commodities and services, and I agree to fully comply with such Guidelines, policies, and procedures. I understand that my failure to follow the policies associated with the use of this card can result in suspension of my card privileges. I also understand that my department is liable for University charges, and I may be personally liable for any unauthorized charges that are not reported to the bank within 60 days of vendor posting.

I understand that the University may limit the Procard privileges granted to me or terminate my rights to use the Procard at any time and without cause. I agree to notify the Procard Office prior to University or department separation.

I understand that the University will audit the use of this card and will report any discrepancies to the appropriate University individuals.

I further understand that improper use of this card may result in disciplinary actions up to and including termination of employment.

My signature acknowledges understanding and intent to comply with the terms and conditions of this Agreement.

**Cardholder:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone Ext \_\_\_\_\_

Define VP7 Electronic Final Approver Name \_\_\_\_\_

**Department Head:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone Ext \_\_\_\_\_

<p>For Procard Compliance Office Use Only</p> <p>Procard Program Administrator _____ Date _____</p>
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