

UNIVERSITY OF ROCHESTER PURCHASING CARD PROGRAM

STAFF/FACULTY AGREEMENT

- I _____, hereby agree to comply with the following terms and conditions relating to my use of the University of Rochester ("the University") Purchasing Card ("P Card"), which is a Visa issued by JP Morgan Chase (Card Issuer). I will only use the card to acquire authorized materials and supplies for the University business-related purchases in accordance with University P-Card Program Policies. (<http://www.urmc.rochester.edu/purchasing/p-card.htm>); I further understand and agree:
- To return the card to my supervisor immediately upon my reassignment, termination or upon request. At that point, no further use of the card is authorized.
- The card issued to me is based on my need to purchase business-related goods and services, that it is not an entitlement nor reflective of title or position and it may be revoked at any time, without reason, by my Division, Department, Purchasing or University Administration.
- I will not make personal charges to the card & cannot pay the bank directly since all charges are billed directly to and paid directly by the University. Personal charges on the card would be considered misappropriation of University funds and may result in disciplinary action including termination and/or criminal action.
- Improper business use of the card may also be considered misappropriation of University funds.
- As the only person entitled to use the University P-Card in my name, I am responsible for: card security; striving to obtain best value for the University; assuring that purchases are business-related; timely resolution of any discrepancy/improper charges on my card with the supplier or bank.
- If the P Card is lost or stolen, I will immediately notify Paymentech Customer Service at 1-800-538-8788. I will also notify the University's Purchasing Card Administrator via Email of any lost or stolen card.
- I will comply with sound internal auditing control procedures for product purchases. This includes maintaining a record of business purpose; purchase authorization, proof of receipt, reconciliation of monthly bank statements and corresponding University ledger in addition to proper record retention.
- My signature below affirms that I have read and understand this document, the Purchasing Card Program Contents contained on the UR Purchasing Web Site, UR Finance Policy located on the Finance Web Site and that I have received P-Card Training

Name: _____
(type or print)

Signature: _____

Date: _____

Billing Address: _____