

Purchase Card Holder Agreement

I, _____, hereby acknowledge receipt of the University of Guam's Purchase Card (P-Card). I have verified the information contained on the P-Card and attest to its accuracy. I also agree to the following regarding my participation in the University of Guam's P-Card Program:

1. I understand I am being entrusted with a University of Guam P-Card and will be making financial commitments on behalf of and for the benefit of the University of Guam and will strive to obtain the best value for the institution.
2. I agree to use the University of Guam P-Card only for actual and necessary business expenses and, under no circumstances, will I use, or permit others to use, the University of Guam P-Card to make personal purchases or purchases unrelated to the business of University of Guam. I further agree that during the term of this agreement, I am the only individual entitled to use the University of Guam P-Card issued to me.
3. I have been given a copy of the University of Guam P-Card Policy and Standard Operating Procedures and understand the requirements for using the University of Guam P-Card.
4. I will follow the established procedures set forth in the University of Guam P-Card Policy and Standard Operating Procedures. I understand that failure to do so may result in either revocation of my use privileges or other disciplinary action, including, but not limited to, termination of my employment.
5. I further agree that, should I willfully and intentionally misuse or permit the misuse of the University of Guam P-Card for purposes other than those specified herein or in the University of Guam P-Card Policy or Standard Operating Procedures, I will reimburse University of Guam for all incurred charges and any fees related to the collection of those charges and do all such other things to remedy the situation.
6. If the card is lost, stolen or misplaced, I will immediately notify the Supply Management Administrator at 735-2925. I will also inform the Business Office General Accounting Supervisor of this loss. I understand that failure to notify Supply Management Administrator of the theft, loss or misplacement of the University of Guam P-Card will make me personally responsible for any fraudulent or unauthorized use. I also understand that unauthorized use of the University of Guam P-Card may result in immediate disciplinary action, up to and including, termination of my employment.
7. I agree to surrender the University of Guam P-Card immediately upon my transfer, retirement or any termination of my employment, or upon the request of any authorized representative of the University of Guam. I understand that use of the University of Guam P-Card after privileges are withdrawn is strictly prohibited.

Cardholder Signature

Date