Appendix D-1 **ALCOHOL NOT ALLOWABLE ON PU CARDS**

Original Itemized Receipt Required

DEPARTMENT CARD SIGN-OUT SHEET

DATE	Time Out	Name	Staff/Professor	Vendor	Estimated Amount	Date Returned	Time In	Bus. Office Initials

Signing above indicates acknowledgement and acceptance that you are authorized to commit funds on behalf of the University and your business unit through the use of a University Purchasing Card. All expenses must be made by you on behalf of and for the benefit of the University department, school, office or other University entity in which you are employed.

Compliance with University purchasing policies and procedures, including providing documentation in order to perform the reconciliation process of the University purchasing card is mandatory. All receipts, statements and other documentation related to card usage are University property and the University reserves the right to audit all records related to card usage. Single transaction and cycle limits may not exceed the authorized amount for the card. The card must be kept secure at all times by the cardholder and if lost or stolen immediately reported to JP Morgan Chase for cancellation at 1-800-316-6056. See Back of card.

Cardholders may not make personal purchases with the Purchasing Card and cardholder privileges may be revoked for such use. The Cardholder agrees to reimburse the University for any inappropriate charges, including expenses and charges incurred by the University in connection with such transactions. Fraudulent or intentional misuse of the card by the cardholder will result in revocation of the card, restitution and/or criminal charges. The University reserves the right to pursue all legal remedies available to it with respect to inappropriate card usage. The University further reserves the right to revoke cardholder privileges at any time and without notices. Circumstances that may automatically trigger cancellation of the card include, but are not limited to: termination of employment; change in position; failure to report a lost or stolen card.