

**UNIVERSITY OF NEW MEXICO
CARDHOLDER AGREEMENT**

The University of New Mexico is pleased to present you with the Purchasing Card. It represents the University's trust in you and your empowerment as a responsible employee of the University.

I, the undersigned, as a Cardholder, agree to comply with the terms and conditions of this Agreement and all applicable UNM Policies and Procedures including but not limited to:

✓ PCard Policies and Procedures

✓ PCard for Travel

I acknowledge that I have been trained in the use of the Purchasing Card and understand the above-mentioned Policies and Procedures.

I understand that I cannot use the Purchasing Card for personal items and that the Card may only be used to make University purchases that are allowable per policy, and have a valid University business purpose.

I understand that I am responsible for the security of the Purchasing Card assigned to me. I agree that I will not allow others to use my Purchasing Card.

I understand that if the Card is used for a cash advance, a receivable account will be established in my name through the Bursar's Office. It is my responsibility to obtain receipts, signed Meal Logs or other documentation for all cash expenditures. A cash reconciliation must be submitted to the PCard Office within 20 business days of the travel return date or my account may accrue finance and/or late charges.

I understand that cash may only be obtained to make payments if that is the only acceptable means of payment. I understand that if cash, or the Purchasing Card, is used to pay for services while traveling in a foreign country, I am required to obtain the appropriate tax certification document (W-9, W-8BEN or W-8BEN E) from the service provider. I agree that any unused cash will be deposited on a money list immediately upon return from travel.

I further understand that improper use of the Purchasing Card may result in disciplinary action, up to and including termination of employment. Should I use the Purchasing Card for personal items, I authorize the University of New Mexico to deduct from my salary or from other monies owed me, an amount equal to the total of the personal purchases. I also agree to allow the University of New Mexico to collect any amounts owed by me even if the University no longer employs me. I agree that the University has the right to charge me for any legal fees or collection cost for any amounts that I owe.

I understand that the University may terminate my Purchasing Card privileges at any time for any reason without giving me notice of such termination of privileges.

I agree to return the Purchasing Card immediately upon request or change in employment status.

UNM Departments are ultimately responsible and accountable for all the activity that occurs on their PCards.

CARDHOLDER:

Signature: _____

Date: _____

Printed Name: _____

Banner Id: _____

Department: _____

Phone: _____

Campus Address: _____

Email _____