



## University of Central Florida Purchasing Card Program Cardholder Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE UNIVERSITY OF CENTRAL FLORIDA PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL UNIVERSITY BUSINESS ONLY:

- 1) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the University of Central Florida and will strive to obtain the best value for the University.
- 2) I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or others. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
- 3) I will follow Florida Law, purchasing policies of the university, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
- 4) I have completed the online training course, PCard Training for Cardholders (FPO135) and I understand the purchasing card program. I am aware that additional information and guidelines are available in the PCard section of the Finance & Accounting website. If I have any questions, I will contact Finance & Accounting's PCard department for guidance.
- 5) I agree to review and reconcile transactions timely and will maintain all applicable information and receipts.
- 6) I acknowledge that my PCard may have emergency purchasing privileges during an emergency or disaster. I understand that this designation is assigned to the PCard at all times and products and services outside my normal duty requirements may only be purchased upon notification of activation of the Emergency Financing Department (EFD) by the UCF Office of Emergency Management. I hereby certify my acknowledgement of my responsibilities in holding the emergency purchasing designation. (Initial)\_\_\_\_\_
- 7) I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment, and that I will reimburse the University of Central Florida for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the university may be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with Rule 3A-21.004, F.A.C.

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Cardholder's DDC Per default Dept/Proj Number Name

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Cardholder's DDC Per default Dept/Proj Number  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Send completed form along with completed Cardholder Profile to PCard@ucf.edu**