

## UNIVERSITY OF IDAHO CARDHOLDER AGREEMENT

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

Department: \_\_\_\_\_ Banner Department Code \_\_\_\_\_

The University of Idaho Purchasing Card is intended for transactions of \$5,000 or less. All purchases with this Card must comply with the guidelines in the University of Idaho's Faculty-Staff Handbook (FSH), the UI Purchasing Card Manual, and other funding agency restrictions that may apply. **The following items are restricted by the FSH and may not be purchased using the UI Purchasing Card:**

**Alcoholic Beverages/Controlled Substances  
Ammunition/Weapons  
Utilities/Cellular Phone Charges  
Radioactive/Hazardous Materials  
New Employee Moving/Househunting  
Prizes/Awards  
Internet Connections/Skype/NetFlix/Hula**

**Office Decorations  
Personal Items/Personal Travel/Personal Usage  
Hospitality Expenses/Gifts (food/flowers/plants)  
Consulting Fees/Individual Contractors  
Travel – per diem  
Gift Cards/Gift Certificates  
Event Tickets**

Please note that consulting fees, one-time services and independent contractors, 3<sup>rd</sup> party payments, and travel with personal or indirect travel routes are not allowed on the purchasing card. If you have questions regarding exceptions or restrictions, please contact Linda Keeney at (208) 885-5379.

If the card is lost, the Cardholder is responsible for notifying USBANK at (800) 344-5696 and Linda Keeney at [lkeeney@uidaho.edu](mailto:lkeeney@uidaho.edu). If the card is stolen, you must also notify Campus Police at 882-5551.

Should the Cardholder terminate employment with the university, the Cardholder and respective department are required to clear all outstanding charges and notify the Purchasing Card Administrator of changes and forward a US Bank Purchasing Card Cardholder Account Form marked for card termination to [acctpay@uidaho.edu](mailto:acctpay@uidaho.edu) or fax to 885-5417.

Non-adherence to any of the above procedures may result in revocation of individual Cardholder privileges. Cardholders should also be aware of Idaho law regarding misuse of financial transactions cards such as P-Cards (see Purchasing Card Memo from Office of General Counsel 1/15/2009 found at <http://www.uidaho.edu/controller/accountspay/purchasingcard>).

***As holder of this Purchasing Card, I understand that this Card is the property of the University of Idaho and that it is to be used solely for its intended purpose of payment for authorized university purchases and authorized university travel. I am responsible for all charges on this card. If the card is reported lost or stolen, I am not responsible for unauthorized charges.***

***I have read and understand the above terms and that my failure to abide by these policies will result in the loss of privilege to use the UI Purchasing Card.***

\_\_\_\_\_  
Cardholder's Printed/Typed Name

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date Signed

***As department head, and division dean or financial officer, I approve issuance of a Purchasing Card to this staff/faculty employee and assume overall responsibility for the Card.***

\_\_\_\_\_  
Department/Division Head's Printed/Typed Name

\_\_\_\_\_  
Department/Division Head's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Dean or Financial Officer's Typed Name

\_\_\_\_\_  
Dean or Financial Officer's Signature

\_\_\_\_\_  
Date Signed

***Purchasing Card #*** \_\_\_\_\_

***Exp. Date*** \_\_\_\_\_