

**COLORADO STATE UNIVERSITY-PUEBLO  
PROCUREMENT SERVICES  
PCARD CARDHOLDER AGREEMENT**

The Procurement Services Office/Colorado State University-Pueblo is pleased to provide you with JPMorgan Chase Bank, NA MasterCard. This card is to be used to pay vendors for allowable purchases (goods and services) costing up to the per transaction dollar limit for the card specified above, which are made to further the business of the University. The card represents the University's trust in you as a responsible employee to safeguard and protect its assets. You are responsible to abide by all policies and procedures that govern procurements.

I, \_\_\_\_\_, acknowledge receipt of the Procurement Services Office/Colorado State University-Pueblo Procurement card. As a Cardholder, I agree to comply with the terms and conditions of the University Procurement Rules, Personnel Rules, University Fiscal Rules, this Agreement, and the provisions of the Procurement Services Office/Colorado State University-Pueblo Procurement Card Handbook and any subsequent revisions. I acknowledge completion of the procurement card training, receipt of the Users' Handbook, and affirm that I have read the Handbook and understand it and that I will comply with the Program requirements as set forth in the Handbook. I understand that my department/division is liable to JPMorgan Chase Bank for all charges made by me.

As the cardholder I agree to accept responsibility for the protection and proper use of the card as outlined in this Agreement and the Handbook. The card is to be used only by me to pay vendors for allowable purchases of goods and services. I CANNOT use the card for personal purchases or any of the other Prohibited Purchases listed in the Users' Handbook. I understand that the Procurement Services Office/Colorado State University-Pueblo will audit the use of the card. If my card is lost, stolen, or compromised in any manner, I shall immediately advise JP Morgan Chase Bank (1-800-316-6056 for cancellation purposes) and the Program Administrator. I also agree to reallocate my charges or arrange for reallocation within five (5) days of notification.

I understand the card is the property of JPMorgan Chase Bank, assigned to me by my department/division and that, in the event of willful or negligent default of those obligations, the Procurement Services Office/CSU-Pueblo shall take any/all recovery action deemed appropriate that is permitted by law. Furthermore, upon notification of my transfer from the department/division or termination of employment I agree to notify my Approving Official and University Program Administrator and promptly return this card to the University Program Administrator.

\_\_\_\_\_  
Cardholder PID#

\_\_\_\_\_  
Cardholder (Print Name)

\_\_\_\_\_  
Approver (Print Name)

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

\_\_\_\_\_  
Approving Official Signature      Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department Name