

UNIVERSITY OF FLORIDA  
PCARD PROGRAM

**CARDHOLDER AGREEMENT**

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

- 1) I understand that I am being entrusted with an important financial tool and will be making financial commitments on behalf of the University of Florida and that I will use the PCard for authorized business purposes only.*
- 2) I understand that under no circumstances will I use the PCard to make personal purchases either for others or myself. Personal purchases may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.*
- 3) I am an employee in good standing with the University and will follow Florida Law, purchasing policies of The University of Florida, and the established guidelines for using the PCard. Failure to do so may result in either revocation of my card privileges and/or other disciplinary action.*
- 4) I have read, understand and will follow PCard Online Certification Training.*
- 5) I will turn in all charge documentation within three days of making a purchase. If I have chosen to reconcile my own transactions I agree to review and reconcile my transactions within three days, and will provide all signed receipts to my approver within ten days.*
- 6) I acknowledge that university policy does not permit me to make or approve purchases on behalf of the University from a business entity in which I, my spouse or child have a material financial (more than 5% of stock or assets) or managerial interest (officer, director, partner or proprietor). I agree that I will NOT make such purchases with the PCard.*
- 7) I have a valid UF email address and agree that I will read PCard related emails that I receive.*
- 8) I agree that, should I violate the terms of this Agreement, I will be subject to disciplinary action up to and including termination of employment. If I have made any unauthorized purchases I will reimburse the University for all charges and 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 University of Florida Rule 6C1-3.042(3), F.A.C.*

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

\_\_\_\_\_  
Witness (Print)

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

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date