

## PURCHASING CARD APPLICATION and USE AGREEMENT

**Instructions:** Please complete and submit to the campus Purchasing Card Program Administrator (PCPA).

Cardholder 's Name	Business Unit/Fund/Program/Organization/Project
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The Purchasing Card is intended for best judgment purchases (through \$5,000). Purchases made with this card must comply with the Department of Administration and UW System procurement policies and procedures.

The Purchasing Card **MAY NOT** be used to purchase the following:

Alarm / security systems	Gasoline / fuel	Non-business / personal items / services
Alcoholic beverages or drugs	Hospitality / food / entertainment	Radioactive materials
Ammunition	Insurance	Statewide Contracts (except where authorized)
Capital equipment or component parts	Leases / rentals	Tax reportable services
Cash advances (ATM Machines)	Legal services	Temporary help / clerical / labor
Consulting services	Motor vehicles	Travel (except airline tickets, lodging, state contract car rental, and registration fees)
		Parking Fees

If the card becomes lost or stolen, the cardholder must **IMMEDIATELY NOTIFY** US Bank Cardholder Customer Service at (800) 344-5696 and the campus PCPA.

When a cardholder terminates employment or transfers to another department/campus, the sponsor department shall reclaim the Purchasing Card and return it to the campus PCPA.

Non-adherence to any of the above procedures may result in revocation of individual cardholder privileges and potential discipline, and may result in revocation of all sponsor department and/or campus Purchasing Cards.

I understand that this Purchasing Card is issued pursuant to a Master Agreement between the State of Wisconsin and US Bank, and accordingly, a University representative has the authority to access transactions posted to my Purchasing Card and/or obtain support documents directly from a vendor.

As an applicant/cardholder of a University of Wisconsin System Purchasing Card, I understand the responsibility for the protection and proper use of this card as detailed above and in the guidelines outlined in the University of Wisconsin System Purchasing Card Policy and Procedure Manual. **X**

\_\_\_\_\_ Applicant / Cardholder Signature \_\_\_\_\_ Date Signed

I approve the issuance of a University of Wisconsin Purchasing Card to the above-named employee and acknowledge the overall responsibility for the proper use of the card.

\_\_\_\_\_ Sponsoring Department Authorized Signature \_\_\_\_\_ Date Signed

\_\_\_\_\_ Assistant Campus Dean for Admin Services \_\_\_\_\_ Date Signed

I acknowledge receipt of the Purchasing Card <b>X</b>	_____ Cardholder Signature <span style="margin-left: 50px;">_____ Date Signed</span>
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