

UNIVERSITY OF ALASKA
PROCARD CARDHOLDER AGREEMENT

INTRODUCTION: The University of Alaska (UA) has entered into an agreement with JP Morgan Chase (Bank) to provide qualified employees with a purchasing card (ProCard). The ProCard shall be used to purchase authorized goods and services costing less than \$5,000 (including shipping and handling) or up to the limit established for your card, whichever is less.

OWNERSHIP AND CANCELLATION OF THE PROCARD: The ProCard remains the property of the Bank, and it may not be transferred or assigned to anyone other than the designated cardholder who is accountable for activity on the card. The Bank or UA may suspend or cancel cardholder privileges at any time for any reason, and the cardholder must surrender the ProCard to UA or an authorized agent of the Bank upon request.

SPENDING LIMITS: Each ProCard has a pre-set spending limit that may not be exceeded under any circumstances. **NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCARD AT ANY TIME OR FOR ANY REASON WHATSOEVER.**

PROCARD ABUSE: Abuse of the ProCard will result in revocation of the card and appropriate disciplinary action.

USAGE: For usage guidelines, the ProCard cardholder shall refer to the *Procurement Card Handbook for Cardholders and Reconcilers* that is distributed with the ProCard and by this reference is incorporated and made a part of this agreement.

PROTECTING THE PROCARD: The ProCard is valuable property, and the cardholder shall use prudent and necessary control to protect it from misuse by unauthorized parties.

VALIDATION: The cardholder shall sign the ProCard immediately upon receipt. When the card expires and a new ProCard is received, the expired card shall be disposed of responsibly.

LOST OR STOLEN PROCARDS: If the ProCard is lost or stolen, the cardholder shall contact the Bank's 24-hour, toll-free number at (800)316-6056 IMMEDIATELY (UA is responsible for charges until the compromised card is reported). The cardholder is also requested to contact the campus ProCard Program Administrator referenced in the Cardholder Handbook.

AGREEMENT: By signing below, I acknowledge that I have read and agree to the terms and conditions of this document and the *Procurement Card Handbook for Cardholders and Reconcilers*. I certify that as a participating Cardholder of the University of Alaska procurement card program, I understand and assume the responsibilities listed herein.

Cardholder Signature

Cardholder Department

Cardholder Printed Name

Date

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CODE OF ETHICS

Any person employed by the University of Alaska who purchases goods and services for the University, shall be bound by this code and shall:

1. Avoid actual or even the appearance of unethical or compromising practices in vendor relationships, actions, and communications by diligently following the lawful instructions of the University while using professional judgment and reasonable care in exercising the authority granted.
2. Notify the University of any private or professional activity that would create a conflict between personal interests and the interests of the University of Alaska.
3. Neither solicit nor accept money, loans, credits, prejudicial discounts, gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions.
4. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.
5. Enhance the public trust by adhering to the highest standards of ethical behavior.

Initials