Department Card Sign-Out Sheet

Date	Time Out	Name and Title	Signature	Supplier	Estimated Amount	Date Returned	Time In	Bus Off Initials	Comments

Signing above indicates acknowledgement and acceptance that you are authorized to commit funds on behalf of the University and your business unit through the use of the Pcard. All expenses must be made by you on behalf of and for the benefit of the University department, school, office, or other University entity which granted you the use of this Pcard.

Compliance with the Purchasing policies and procedures, including providing documentation in order to perform the reconciliation process is mandatory. All receipts, statements and other documentation related to the card usage are the University's property and the University reserves the right to audit all records related to the card usage. The single transaction and cycle limits may not exceed the authorized amount for the card. The card must be kept secure at all times by the cardholder and if lost or stolen immediately reported to JPMorgan Chase for cancellation at 1-800-316-6056.

Cardholders may not make personal purchases with the Pcard and cardholder privileges may be revoked for such use. The cardholder agrees to reimburse the University for any inappropriate charges, including expenses and charges incurred by the University in connection with such transactions. Fraudulent or intentional misuse of the card by the cardholder will result in revocation of the card, restitution, and/or criminal charges. The University reserves the right to pursue all legal remedies available to it with respect to inappropriate card use. The University further reserves the right to revoke cardholder privileges at any time and without notice. Circumstances that may automatically trigger cancellation of the card include, but are not limited to: termination of employment, change in position, and failure to report a lost of stolen card.