

Procurement Card Visa (Appendix B) - Employee Agreement Acknowledgement Letter

Revision: January 07, 2010

Please read the terms stated below and sign:

I, _____, hereby acknowledge the receipt of a Procurement Card VISA. I have verified the information contained thereon and attest to its accuracy.

I agree to use this Procurement Card only for business expenses incurred by me in accordance with the instructions issued by Purchasing Services, University of Guelph.

I have read the Financial Procedure "Procurement Card" and Financial Procedure 2.3.01 "Low Value Purchase Order System" for the purchase of material and services and agree to abide by the procedures contained therein.

I agree to maintain receipts and records in accordance with the Financial Procedures "Procurement Card."

I agree to surrender the card immediately upon my retirement or termination of employment, or upon the request of an authorized representative of the University of Guelph. I understand that use of the card after privileges have been withdrawn is prohibited.

If the card is lost or stolen, I will immediately notify US Bank by phone. I will confirm the telephone notification by contacting the Procurement Card Coordinator in Purchasing Services. I understand that failure to promptly notify US Bank of the theft, loss or misplacement of the Procurement Card VISA and the subsequent fraudulent use of the card, may result in disciplinary action. I also understand that unauthorized use of this card may result in immediate disciplinary action.

PROCUREMENT CARD CONTACTS

Lost or Stolen Reporting Number:

(800) 588-8067

Telephone Number:

(519) 824-4120, Ext. 58482

I have read and understand and agree to the terms and conditions as outlined above.

Signature: _____ **Date:** _____

(Employee/Cardholder)

Name: _____

(First, Middle, Last - print or type)

Department: _____

Witness' Signature: _____

Business Address: _____

Witness' Name: _____