



**Purchasing Card Program (ProCard)  
Cardholder Agreement BF-  
PGC-F2**

The University of Texas at Arlington (University) is pleased to present you with this Purchasing Card (ProCard) to be used for official University business purposes only. It represents the University's trust in you as an account manager and designation as a responsible agent to safeguard and protect the University's assets.

I hereby acknowledge receipt of a MasterCard ProCard, number: \_\_\_\_\_  
and the ProCard Program Guidelines in University Procedure 4-11, Purchasing Card (ProCard) Program.

As a Cardholder, I have read and agree to comply with all terms and conditions of this Agreement, including the ProCard Program Guidelines in University Procedure 4-11, Purchasing Card (ProCard) Program. I understand that my failure to follow the procedures associated with the use of this card can result in my card privileges being suspended. I also understand that my University department is liable to Citibank MasterCard for all University Charges. I further understand I am personally liable for any unauthorized charges.

I agree to use this card for the University approved purchases only and agree not to charge personal *purchases*. I understand that the University will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment and will allow the University to use all lawful means to collect any and all amounts that the University deems are owned.

I understand that the University may terminate my right to use this card at any time for any reason. I agree to return the card to the University immediately upon request or upon termination of employment.

I have been notified and understand that my single purchase limit is \$4,000, including freight, and my spending cycle limit is \$30,000.

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

**CARDHOLDER:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.