



Procurement Card – Employee/Cardholder Agreement

Introduction

Loyola University Chicago (LUC) has entered into a Procurement Card Agreement that provides certain employees (Cardholders) with a Procurement Card at LUC's expense for LUC-related business. All Cardholders will receive a Procurement Card User Manual and training regarding use of the Procurement Card. Each Procurement Card has a pre-set spending limit which is determined by the Cardholder's Budget Administrator. The Procurement Card may not be transferred to, or assigned to, anyone other than information (full 16-digit account numbers, expiration dates, 3-digit CVC/CVV codes) may NOT be stored electronically on a University computer, server, electronic flash drive or optical storage device (e.g., CD or DVD).

Cardholders should notify merchants or vendors of LUC's Illinois sales and use tax exemption, where applicable. LUC's sales tax exemption may only be used for LUC purchases and may not be used to purchase any items for a Cardholder's personal use. Use of LUC's sales tax exemption to purchase any items for a Cardholder's personal use may

Procurement Card to purchase any items for Cardholder's personal use (collectively, the Prohibited Transactions). Use of the Procurement Card for Prohibited Transactions could be considered a misappropriation of LUC fund, and may result in revocation of the Procurement Card and disciplinary action in accordance with LUC's policies.

The undersigned Cardholder understands and agrees that LUC will pursue all available remedies under applicable law to recover the aa9To.s1r ill rev

The undersigned employee/Cardholder has read th and become familiar with the Procurement Ca attended training regarding use of the Procureme be bound by these terms and conditions, and procedures.

Cardholder Name (Please Print)

Department Name

Cardholder Signature

Date