

Procurement Card

I accept the ProCurement Card under the following conditions:

- I am the only person authorized to use the card and will only use it for UW Business related purchases. Use for personal purchases may constitute fraud and could be cause for serious disciplinary action.
- I agree to abide by rules and procedures established by the State and UW Procurement Services as well as my department's internal procedures.
- I understand that items costing more than \$3,500 (including tax), cannot be purchased with a ProCurement Card unless it is pre-approved by ProCurement Card Services and my department administrator.
- I will review my account regularly and allocate charges to proper accounting codes, as appropriate.
- I will resolve any discrepancies with suppliers and/or the card provider, and forward all purchase documentation to the department reconciler/approver timely
- If my card becomes compromised, I will report it immediately to the card provider at 1(800) 270-7760 and to the UW ProCurement Card Services.
- I will surrender my Procurement Card upon termination of employment or when the use of a card is no longer necessary to fulfill my department duties.

I acknowledged that this card may be used only for the purposes as described above, and that any use for personal purchases or any unauthorized use will violate the state ethics law, chapter 42.52 RCW, and University policy. I expressly permit the University of Washington to deduct from my paycheck any amount charged on this card for an unauthorized purchase.

ProCard Ghost Account

I accept the ProCurement Card Ghost account under the following conditions

- The use of this account is for UW business charges only as specified on the application and approved by my department and UW Procurement Card Services. Use for personal purchases may constitute fraud and could be cause for serious disciplinary action
- I agree to abide by rules and procedures established by the State and UW Procurement Services as well as my department's internal procedures.
- I will review my account regularly and allocate charges to proper accounting codes, as appropriate.
- I will resolve any discrepancies with suppliers and/or the card provider, and forward all purchase documentation to the department reconciler/approver timely

- If my ghost card becomes compromised, I will report it immediately to the card provider at 1(800) 270-7760 and to the UW Procurement Card Services.
- I will surrender my Procurement Card ghost account upon termination of employment or when the use of a card is no longer necessary to fulfill my department duties.

I acknowledged that this card may be used only for the purposes as described above, and that any use for personal purchases or any unauthorized use will violate the state ethics law, chapter 42.52 RCW and University policy. . I expressly permit the University of Washington to deduct from my paycheck any amount charged on this card for an unauthorized purchase.

Central Travel Account

I accept responsibility for the Central Travel Account under the following conditions:

- I will establish a procedure with my travel agency that ensures the security of this account and that only authorized airline travel is charge to the account.
- I will reconcile this account regularly(weekly reconciliation recommended), re-allocate charges to other than the default budget and/or/ obj/sub-object code as appropriate, resolve any discrepancies with suppliers and/or the account provider and forward all receipts for monthly purchases charged to this account to the approver.
- If this account becomes compromised, I will report it immediately to the card provider at 1-800-270-7760 and to the UW Travel Card Administrator by email to uwcts@u.washington.edu.
- I will notify the Travel Card Administrator upon termination of employment or upon reallocation of duties which do not permit my continued responsibility for the Central Travel Account.

I acknowledged that this card may be used only for the purposes as described above, and that any use for personal purchases or any unauthorized use will violate the state ethics law, chapter 42.52 RCW and University policy. . I expressly permit the University of Washington to deduct from my paycheck any amount charged on this card for an unauthorized purchase.

Administrator/Approver

By clicking the submit button:

- I hereby certify that all information in the application is correct.
- I have authority to approve procard applications for my department
- My department has established an internal control procedure to mitigate potential reconciliation or audit issues.