



Purchasing Card Application and Use Agreement

Employee Cardholder's Name _____

Department _____ Business Phone _____

Cost Center Name _____ Cost Center Number _____

The Purchasing Card is intended for best judgment low dollar purchases. Purchases made with this card must comply with University of Wisconsin and Wisconsin Dept of Administration policies and procedures.

The Purchasing Card may not be used to purchase the following:

Academic Support Services Advertising Alarm/Security Systems Alcoholic Beverages Ammunition/Weapons Cash Advances Computer Hardware (USB Flash Drives excluded)	Consulting Services Flowers/Gifts/Awards Insurance Intra Agency Payment Leases Legal Services Meals	Memberships Personal Items Prepaid Gift Cards Printing Services Radioactive Material Rentals, Repairs, & Services Travel Expenses (unless pre-approved)
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If the card is lost or stolen, the cardholder **MUST IMMEDIATELY NOTIFY U.S. BANK** at 800-393-3526 and the Campus Purchasing Card Administrator at 394-8383.

When a cardholder terminates employment with the campus or transfers to another department, the cardholder shall return the Purchasing Card to the Campus Purchasing Card Administrator.

Non-adherence to any of the above procedures may result in revocation of individual cardholder privileges and potential discipline, and may result in revocation of all department and/or campus Purchasing Cards.

As an applicant/cardholder of a UW-Superior Purchasing Card, I understand the responsibility for the protection and proper use of this card as detailed above and in the guidelines outlined in the Purchasing Card Guide and the Site Manager Guide available at:

<http://www.uwsuper.edu/business/departments/purchasing>

 Applicant/Cardholder Signature Date Signed
I approve the issuance of a Purchasing Card to the above-named employee and acknowledge the overall responsibility for the proper use of the card.

 Department Director Signature Date Signed

 Campus Purchasing Card Administrator Signature Date Signed

I acknowledge receipt of the Purchasing Card (To be signed when card is picked up)

 Cardholder Signature Date Signed

