



**Purchasing Card Program  
SITE MANAGER AGREEMENT**

**Site Manager Name:** \_\_\_\_\_

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

**I agree to be the Site Manager for the following cardholder's Purchasing Card**

**CARDHOLDER NAME**

**COST CENTER NAME & NUMBER**

\_\_\_\_\_

I will establish and implement departmental procedures for administering the Purchasing Card program within the department. These procedures will comply with the established campus [Purchasing Card Guide](#) and [Site Manager Guide](#) located on the web at <http://www.uwsuper.edu/business/departments/purchasing> As site manager, I also agree to notify the Cardholder's Supervisor, Department Director and the Campus Purchasing Card Administrator of any misuse of the Purchasing Card.

\_\_\_\_\_

Site Manager Signature

Date Signed

I approve the above named individual to coordinate and manage the Purchasing Card program for the above named cost center.

\_\_\_\_\_

Department Director Signature

Date Signed

As the cardholder's supervisor, I delegate authority to the site manager for account reconciliation and policy compliance of the Purchasing Card.

\_\_\_\_\_

Cardholder's Supervisor Signature

Date Signed

\_\_\_\_\_

Campus Purchasing Card Administrator Signature

Date Signed