



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

PROJECT CODE (133 and 144 grant funded projects only)

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/purchasing/index.cfm. 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