

# University System of New Hampshire

## Purchasing Card Program Cardholder Acceptance Agreement.

**DO NOT COMPLETE THIS FORM UNTIL THE CARD HAS BEEN RECEIVED AND TRAINING HAS TAKEN PLACE**

This is an attestation for      New card      Renewal

### Cardholder information

USNH ID #      Full Name

Last four digit of  
your card      Campus      Department Name

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### Cardholder Acceptance

By signing below, I acknowledge that I have completed the necessary training to hold a USNH Purchasing Card (PCard), I understand the policies and procedures regarding use of the card as they were presented to me, and I agree to comply with all applicable provisions of the PCard Guide, which was provided during cardholder training, and as such documents may subsequently be revised.

I, as an authorized USNH PCard holder, agree to the following terms regarding the security and use of the PCard I have been granted.

I accept responsibility for the protection and proper use of the PCard as outlined in the PCard Guide and agree not to transmit the 16-digit account number electronically internally or externally. I understand that no one, other than myself, is permitted to use this card (unless I have been issued a departmental card, which permits use of my PCard by other individuals for a short period of time, usually less than a day.)

I understand that purchases made with my Pcard are subject to audit and as such, I may be contacted to provide further details in order to satisfy the requirements of the policies in place around use and storage of my PCard.

I understand that I cannot use the PCard for the restricted commodities. Furthermore, I will not use this card to procure goods and services if said purchases can be completed using USNH's online procurement tool.

I agree that I will be held responsible for any and all improper or unauthorized purchases or charges or any other improper use of the purchasing card as outlined in the PCard Guide or as may be otherwise limited, prohibited, or restricted by USNH or my own campus.

Cardholder's Initials

