



**UNIVERSITY OF WEST GEORGIA  
P-CARD AGREEMENT  
Appendix B**

I, \_\_\_\_\_, hereby acknowledge receipt of a University of West Georgia Procurement Card (P-Card), which is a Visa card issued by Bank of America, that will only be used to acquire materials and supplies for the University. I agree to comply with the following terms and conditions relating to my use of the P-Card:

As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the P-Card Policies & Procedures Manual. I have received a copy of the manual and confirm that I have read and understand its terms and conditions.

I agree to use the P-Card for authorized official business purchases only, and agree not to charge personal purchases. I authorize the University to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to deduction of improper charges from my wages if applicable.

I understand that all charges for year end must be *posted* to the P-Card no later than June 4<sup>th</sup>. Any charges posted after the June 4<sup>th</sup> date will result in charges being incurred to the next fiscal year.

If the P-Card is lost or stolen, I will immediately notify Bank of America @ 1-888-449-2273. I will confirm the telephone notification by mail or facsimile as described in the manual. I will provide a copy of this notice to my Procurement Card Administrator.

I understand that improper or fraudulent use of the P-Card may result in disciplinary action including termination of my employment and may result in criminal and civil liability. I further understand that the University may terminate my right to use the P-Card at any time for any reason.

I agree to surrender the P-Card immediately upon request or upon termination of employment.

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Cardholder Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Last 4 digits of P-Card**