

# Department Card Authorized User Agreement



Procurement & Contract Services • Procurement Card Program

TEXAS WOMAN'S  
UNIVERSITY™

## AGREEMENT

I hereby acknowledge receipt of a Texas Woman's University MasterCard Departmental Purchasing Card. I acknowledge that I have read, understand and agree to comply with the terms and conditions of this Agreement and the PCard Program Guidelines.

I agree to use this card for Texas Woman's University approved purchases only and agree not to charge personal purchases. I understand that Texas Woman's University is liable to CitiBank and MasterCard for all Texas Woman's University charges. I understand that Texas Woman's University will audit the use of this card and report any discrepancies.

I further understand that improper use of the card will result in disciplinary action and I agree to repay Texas Woman's University any amounts owed by me.

I understand that the card is property of Texas Woman's University. I further understand that Texas Woman's University may terminate my right to use this card at any time for any reason.

I understand and agree that it is my responsibility to provide the Reconciler with all receipts in a timely manner so that all deadlines are met by the Department.

Departmental Card Name \_\_\_\_\_

### Individual Checking Out Departmental Card:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Departmental Approval (department head and/or designee):

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** This form must be updated by the Authorized User on an annual basis.