Introduction
The University of Alaska (UA) has entered into an agreement with Bank One (Bank) to provide qualified employees with a purchasing card (ProCard). In general, the ProCard shall be used to purchase authorized goods and services costing less than $2,500 (including shipping and handling) per individual item.

Ownership and Cancellation of the ProCard
The ProCard remains the property of the Bank. It may not be transferred to or assigned to anyone other than the designated cardholder. The cardholder is accountable for activity on the card. The Bank or UA may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the ProCard upon request to UA or any authorized agent of the Bank.

Spending Limits
Each ProCard has a pre-set spending limit, which may not be exceeded under any circumstances. NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCARD AT ANY TIME, FOR ANY REASON.

ProCard Abuse
Abuse of the ProCard will result in revocation of the card and appropriate disciplinary action.

Usage
For usage guidelines, the ProCard cardholder must refer to the Cardholder Handbook, which is distributed with the ProCard and by this reference is incorporated and made a part of this agreement.

Protecting the ProCard
The ProCard is valuable property, which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping
The cardholder shall sign the ProCard immediately upon receipt. When the expiration date is passed and/or after a new ProCard is received, the old one shall be cut in half and disposed of.

Lost or Stolen ProCards
If the ProCard is lost or stolen, the cardholder shall contact the Bank’s 24 hour, toll-free number at (800) 848-2813 IMMEDIATELY (UA is responsible for all charges until the card is reported stolen). The cardholder is also requested to contact the campus ProCard Program Administrator referenced in the Cardholder Handbook.

AGREEMENT

The undersigned agrees to the above terms and conditions and requests that a University of Alaska ProCard be issued.

_________________________  _____________________________
Cardholder Name     Cardholder Signature & Date

_________________________  ________________________________
MAU Program Administrator   Program Administrator Signature & Date