



PROCARD AGREEMENT

Introduction: The University of Alaska (UA) has entered into an agreement with JP Morgan Chase (Bank) to provide qualified employees with a purchasing card (ProCard). The ProCard shall be used to purchase authorized goods and services costing less than \$5,000 (including shipping and handling) or the limit established for your card, whichever is less.

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 OR FOR ANY REASON WHATSOEVER.

ProCard Abuse: Abuse of the ProCard will result in revocation of the card and appropriate disciplinary action. Prohibited use specifically includes, but is not limited to, segmenting purchases to avoid competition or other applicable procurement processes.

Usage: For usage guidelines, the cardholder must refer to the Cardholder Handbook.

Validation and Safekeeping: The cardholder shall sign the ProCard immediately upon receipt. The ProCard is valuable property, which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties. When the expiration date is passed, and/or after a new ProCard is received, the old card shall be destroyed and disposed.

Lost or Stolen ProCards: If the ProCard is lost or stolen, the cardholder shall contact the Bank's 24-hour fraud line. The cardholder is also requested to contact the campus ProCard Program Administrator referenced in the Cardholder Handbook.

PROCUREMENT CODE OF ETHICS

Any person employed by the University of Alaska who purchases goods and services for the University, shall be bound by this code and shall:

1. Avoid actual or even the appearance of unethical or compromising practices in vendor relationships, actions, and communications by diligently following the lawful instructions of the University while using professional judgement and reasonable care in exercising the authority granted.
2. Notify the University of any private or professional activity that would create a conflict between personal interests and the interests of the University of Alaska.
3. Neither solicit nor accept money, loans, credits, prejudicial discounts, gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions.
4. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.
5. Enhance the public trust by adhering to the highest standards of ethical behavior.