



# UA Custodial Card Check-Out/Check-In Form

**TO BE COMPLETED BY INDIVIDUAL REQUESTING USE (CARD REQUESTOR) BEFORE THE PURCHASE**

Individual Requesting Use

Check-Out Date

Check-Out Time

Vendor Name

Estimated Cost (Max Spend)

Type of Purchase

Items to be Purchased

Internet

Phone

Store

Fund/Org/Acct

Department /Supervisor Signature

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## TO BE COMPLETED BY CARD OWNER BEFORE THE PURCHASE

Card # (last 4 digits)

Type of Card

Custodial/Department ProCard

Costco Visa

Card Owner Contact Phone #

Does the requested purchase require a ProCard Waiver?

Yes

No

**TO BE REVIEWED AND COMPLETED BY BOTH PARTIES LISTED ABOVE BEFORE PURCHASE**

Spending Limits: You are authorized to spend up to the estimated amount listed above for this purchase and purchase items that have been pre-approved. Any additional purchase limit or additional items authorized must be pre-approved by the card owner. If a UA employee has an individual UA ProCard, they should not be using a department card. NO PERSONAL PURCHASES ARE TO BE CHARGED TO THE PROCARD FOR ANY REASON WHATSOEVER.

ProCard Abuse: Abuse of the ProCard will result in revocation of card usage privileges and appropriate disciplinary action, which may include: garnishment of wages, withholding of grades, termination, expulsion, and criminal prosecution.

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

ProCard Waiver: If a ProCard Waiver is required for this purchase, it MUST be approved before the card is checked out and the purchase is made. If you are unsure if a ProCard waiver is needed, please contact your UA ProCard Administrator.

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

Lost or Stolen ProCards: If the ProCard is lost or stolen, the cardholder shall contact the Bank's 24-hour fraud line.

**Procurement Code of Ethics**

Any person employed by the University or using a UA Custodial ProCard to purchase 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 judgment 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.

By signing below, you are agreeing that you have read and understand the rules of the UA Custodial cards

Card Requestor Signature

Card Owner Signature

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**TO BE COMPLETED BY CARD OWNER WHEN CARD IS RETURNED (REQUIRED)**

Check-In Date

Check-In Time

Exact Amount of Purchase

**ANY AND ALL PROCARD VIOLATIONS MUST BE REPORTED TO YOUR UA PROCARD ADMINISTRATOR  
AND THE APPROVING OFFICIAL FOR THE CARD**