**Department Travel Cardholder Agreement**

Introduction: The University of Alaska (UA) has entered into an agreement with JPMorganChase (Bank) to provide qualified employees with a Department Travel Card.

Ownership and Cancellation of the Travel Card: The Department Travel Card 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 the University of Alaska may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the Travel Card upon request to the University of Alaska or any authorized agent of the Bank.

Spending Restrictions: The Department Travel Card is restricted to *Air Passenger Carriers* and the *Alaska Marine Highway System* at the present time. PERSONAL EXPENSES ARE NOT TO BE CHARGED TO THE DEPARTMENT TRAVEL CARD.

Travel Card Abuse: Abuse of the Department Travel Card will result in revocation of the card and appropriate disciplinary action. Specifically, purchases may not be segmented to avoid competition.

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

Protecting the Travel Card: The Travel Card 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 Travel Card immediately upon receipt. When the expiration date is passed and/or after a new Travel Card is received, the old one shall be cut in half and disposed of.

Lost or Stolen Department Travel Card: If the Travel Card is lost or stolen, the cardholder shall contact the Bank’s 24-hour, toll-free number at (800) 316-6056 IMMEDIATELY (the University of Alaska is responsible for charges until the card is reported). The cardholder is also requested to contact the campus Travel Card Program Administrator referenced in the Cardholder Handbook.

Agreement: The undersigned agrees to the above terms and conditions and requests that a University of Alaska Department Travel Card be issued.

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Employee Signature

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Department Title of Cardholder

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Name (Print)

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Date (MM/DD/YYYY)

Denise Caissie

MAU ProCard/Travel Program Admin.

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Signature

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Date (MM/DD/YYYY)

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**THIS AGREEMENT MUST BE RETURNED TO THE UAF PROCUREMENT & CONTRACT SERVICES**
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 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 solicits nor accepts 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.

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   Initials