

**UNIVERSITY OF ALASKA  
PROCARD CARDHOLDER 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.

**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 OR FOR ANY REASON WHATSOEVER.**

**ProCard Abuse:** Abuse of the ProCard 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 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 dispose of it.

**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) 316-6056 IMMEDIATELY (UA is responsible for charges until card is reported). 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

\_\_\_\_\_  
Cardholder Department

Helen Connor  
\_\_\_\_\_  
MAU Program Administrator Name

\_\_\_\_\_  
Program Administrator Signature & Date

**UNIVERSITY OF ALASKA  
Procurement Card Holder  
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.

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Initials