

Custodial Card Checkout Form

TO BE COMPLETED BY INDIVIDUAL REQUESTING CARD USAGE

Check Out Date & Time	Individual Requesting Use	Phone # and email address
Vendor	Item(s) to be purchased	Estimated Cost
Check Type of Purchase Internet <input type="checkbox"/> Phone <input type="checkbox"/> Store <input type="checkbox"/>	Receipt Received Yes <input type="checkbox"/> No <input type="checkbox"/>	Items Received (?) Yes <input type="checkbox"/> No <input type="checkbox"/>
Actual Cost (<i>optional</i>)	Accounting or Project Information	Departmental/Supervisor Approval

TO BE COMPLETED BY THE CARDHOLDER

Card # (last 4 digits)	Check In Date & Time	Cardholder Contact Phone #:
<p><u>Spending Limits:</u> You are authorized to spend up to the estimated amount for this purchase and purchase the items that have been pre-approved. Any additional purchase limit or additional item authorization must be pre-approved by the cardholder. NO PERSONAL PURCHASES ARE TO BE CHARGED TO THE PROCARD FOR ANY REASON WHATSOEVER.</p> <p><u>ProCard Abuse:</u> Abuse of the ProCard will result in revocation card usage privileges and appropriate disciplinary action, which may include: garnishment of wages; withholding of grades; termination; expulsion; and criminal prosecution.</p> <p><u>Protecting the ProCard:</u> The ProCard is valuable property, which requires proper treatment by the user to protect it from misuse by unauthorized parties.</p> <p><u>Lost or Stolen ProCards:</u> If the ProCard is lost or stolen, the cardholder shall contact the cardholder immediately at the Contact Number above. The cardholder will notify BankOne first and the ProCard Program Administrator second.</p> <p><u>Agreement:</u> The undersigned agrees to the above terms and conditions in using the ProCard.</p>		
Purchaser Signature acknowledging card/letter receipt.		Cardholder Signature acknowledging card return