



Employee Agreement for Georgia Institute of Technology Procurement Card Program

I _____, hereby acknowledge receipt of a Georgia Institute of Technology (“the Institute”) Procurement Card (“PCard”), which is a Visa card issued by Bank of America (“Card Issuer”), that will only be used to acquire materials and supplies for the Institute. I agree to comply with the following terms and conditions relating to my use of the PCard.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the PCard Policies & Procedures (PCard Policy 5.2.1.8 in the Business & Finance Manual). I confirm that I have read and understand its terms and conditions.
2. I understand that the Institute is liable to Card Issuer for all charges I make on the PCard.
3. I agree to use the PCard for authorized official business purchases only and agree not to charge personal purchases. I authorize the Institute to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases in advance of my wages. In such an event, I expressly authorize the Institute to deduct such cost from my wages to the extent allowed by law.
4. I agree to notify the Institute's Procurement Card Administrator via Service Now if my Institute address changes.
5. If the PCard is lost or stolen, I will immediately notify the Card Issuer at 1-888-449-2273. I will confirm the telephone notification by mail or facsimile as described in the training. I will provide a copy of this notice to my unit Procurement Card Coordinator.
6. I understand that improper or fraudulent use of the PCard may result in disciplinary action, up to and including termination of my employment. I further understand that the Institute may terminate my right to use the PCard at any time for any reason.
7. I agree to surrender the PCard immediately upon request, transfer to another department, or upon termination of employment for any reason.
8. I agree, when applicable, to comply with the requirements of OMB Circular A-21 “Cost Principles for Educational Institutions” regarding costs applied to sponsored projects.

Agreed and accepted this _____ day of _____, 20 _____

Employee’s Signature

Department Head Signature

Department Name and Number

Department Head Name – Printed