

**TEXAS A&M UNIVERSITY - COMMERCE PROCARD PROGRAM
PURCHASING CARD CHARGES/USAGE**

As a cardholder for Texas A&M University - Commerce, I have agreed to comply with the terms and conditions of the Cardholder Purchasing Card Agreement and the ProCard procedures. If at anytime my card is to be used by another employee of A&M University-Commerce for official business only, I will assure the employee has been properly instructed as to the usage, the usage (by another employee) is recorded on the transaction log, that all receipts and back up documentation is provided for the transaction log, and that the utmost security processes were implemented until the card is returned to my possession. I agree that usage of my card will strictly adhere to all applicable Texas A&M University- Commerce procedures.

This signed, original form must be on file in the Purchasing Department before allowing usage by another employee. (Mail this form to the Purchasing Department)

Cardholder Name (Print/type)

Cardholder Signature

Date

Supervisor Name (Print/type)

Supervisor Signature

Date