



**LOYOLA
UNIVERSITY
CHICAGO**

Preparing people to lead extraordinary lives

Procurement Card – Employee/Cardholder Agreement

Introduction

Loyola University Chicago (LUC) has entered into a Procurement Card Agreement that provides certain employees (Cardholders) with a Procurement Card at LUC's expense for LUC-related business. All Cardholders will receive a Procurement Card User Manual and training regarding use of the Procurement Card. Each Procurement Card has a pre-set spending limit which is determined by the Cardholder's Budget Administrator. The Procurement Card may not be transferred to, or assigned to, anyone other than the designated Cardholder. The Cardholder should sign the Procurement Card immediately upon receipt. The policies contained in this agreement, in the procurement Card Users Manual, and other applicable LUC policies must be followed by Cardholders. Violations of such policies may result in revocation of the Procurement Card and disciplinary action in accordance with LUC's policies.

Payment Card Industry Data Security Standards (PCI-DSS)

It is a violation of the ProCard policy to share the physical card and/or card number with anyone. Transactions made with a ProCard should ONLY be processed by the person to whom the card was issued. Moreover, ProCards cannot be transferred from one employee to another (when someone leaves the University, changes departments or no longer requires a ProCard), as they are issued to an individual and not to a department.

Cardholders should NEVER e-mail their full 16-digit ProCard account number to anyone (including both external merchants and internal Loyola ProCard Administrators, supervisors or budget administrators). When storing ProCard statements and documentation, cardholders must ensure that full 16-digit credit card numbers are not listed on ProCard receipts, invoices or registration/order forms. When full 16-digit account numbers are displayed, cardholders must redact (Strike out) account numbers so that only the last four digits are visible.

Furthermore, cardholders should never photocopy the front and/or back of a ProCard or store ProCard expiration dates or 3-digit CVC/CVV codes. Moreover, ProCard account information (full 16-digit account numbers, expiration dates, 3-digit CVC/CVV codes) may NOT be stored electronically on a University computer, server, electronic flash drive or optical storage device (e.g., CD or DVD).

Illinois Sales Tax Exemption

Cardholders should notify merchants or vendors of LUC's Illinois sales and use tax exemption, where applicable. LUC's sales tax exemption may only be used for LUC purchases and may not be used to purchase any items for a Cardholder's personal use. Use of LUC's sales tax exemption to purchase any items for a Cardholder's personal use may result in revocation of the Procurement Card and disciplinary action in accordance with LUC's policies.

Termination

LUC may terminate a Cardholder's right to use the Procurement Card at any time for any reason. Cardholders agree to return the Procurement Card immediately upon request or upon termination of employment.

Procurement Card Abuse/Prohibited Transactions

The Procurement Card User Manual describes misuse, fraudulent use and prohibited uses of the Procurement Card, including the use of the Procurement Card to purchase any items for Cardholder's personal use (collectively, the Prohibited Transactions). Use of the Procurement Card for Prohibited Transactions could be considered a misappropriation of LUC fund, and may result in revocation of the Procurement Card and disciplinary action in accordance with LUC's policies.

The undersigned Cardholder understands and agrees that LUC will pursue all available remedies under applicable law to recover the amount of charges resulting from the use of the Procurement Card for such Prohibited Transactions in order to reimburse LUC for such amounts.

The undersigned employee/Cardholder has read the above and will read and become familiar with the Procurement Card User Manual, has attended training regarding use of the Procurement Card and agrees to be bound by these terms and conditions, and LUC policies and procedures.

Cardholder Name (Please Print)

Department Name

Cardholder Signature

Date