



Cardholder Procurement Card Agreement

I hereby acknowledge receipt of a University of Houston-Downtown Procurement Card in accordance with procedures in **PS 05.C.09**.

I understand that improper use of this card may result in disciplinary action, which may include termination of employment, and criminal prosecution. I also understand that thefts of property by public employees, by virtue of their employment, that would ordinarily be considered misdemeanors may be considered state jail felonies (**Texas Penal Code, Section 31.03**.) I agree to repay the University of Houston-Downtown any amounts that I may personally owe, though I may no longer be in the employment of the University of Houston-Downtown.

I understand that the card is the property of the University of Houston-Downtown. I further understand that the University of Houston-Downtown may terminate my right to use this card at any time for any reason. I agree to return the card to the University of Houston-Downtown immediately upon request or upon termination of employment.

By signing below, I certify that I have received the P-Card on the date indicated.

Cardholder Signature: _____ **Date:** _____

Cardholder Name (Print): _____

Department: _____

College/Division: _____

To be completed by Program Administrator/Coordinator:

New Card: Yes No

Replacement Card (**copy of old card must be turned in**): Yes No

Mandatory Training: Yes No

Received Copy of P-Card Policy: Yes No

Program Administrator/Coordinator Signature: _____ **Date:** _____